

[Your Name/Department]  
[Bank Name]  
[Bank Address]  
[City, State, Zip Code]

[Date]

[Customer Name]  
[Customer Address]  
[City, State, Zip Code]

**RE: NOTICE OF ACCOUNT CLOSURE / REVOCATION**

Account Number: [Last 4 Digits of Account Number]

Dear [Customer Name],

Please be advised that [Bank Name] has elected to exercise its right to close your bank account(s) effective [Date]. This decision is final and follows a formal internal review of recent transaction activity.

Our records indicate a pattern of cash withdrawals that are inconsistent with the intended use of the account or fall outside of acceptable risk parameters. Under the terms and conditions of your Account Agreement, the Bank reserves the right to terminate the banking relationship at any time and for any reason.

**Important Information Regarding Your Account:**

- **Account Access:** Your ability to withdraw funds via ATM or point-of-sale terminals has been restricted effective immediately.
- **Outstanding Items:** Please stop all automated deposits (ACH) and pre-authorized payments. The Bank is not responsible for any fees incurred from returned items.
- **Remaining Balance:** A check for the remaining balance of your account, minus any pending transactions or fees, will be mailed to your address on file within [Number] business days.

If you have questions regarding the logistics of receiving your final balance, you may contact our customer service department at [Phone Number].

Sincerely,

[Signature]  
[Name of Bank Representative]  
[Title]