

**Subject: FINAL WARNING: Pending Account Closure - [Account Number/Username]**

Dear [Customer Name],

This is a formal and final notice regarding your account with [Company Name]. Our records indicate that despite previous notifications, your account remains [state reason: e.g., in arrears / inactive / in violation of terms].

Please be advised that if the following action is not taken by **[Date]**, your account will be permanently closed:

**Required Action:** [E.g., Remit payment of \$0.00 / Log in to verify identity / Resolve outstanding dispute]

**Consequences of Closure:**

- Permanent loss of access to [Service/Platform].
- Deletion of all stored data and files.
- [Optional: Referral to a collection agency.]

To prevent this closure, please [Link to Action/Contact Information] immediately. If you believe this notice has been sent in error, please contact our support team at [Phone Number] or [Email Address].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name/Department]  
[Company Name]