

[Date]

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

Subject: Notice of Account Closure Due to Inactivity

Dear [Customer Name],

This letter is to inform you that your account [Account Number] with [Company Name] has been closed effective [Date].

Our records indicate that there has been no activity on this account for a period of [Number] months. In accordance with our terms and conditions regarding inactive accounts, we have proceeded with the closure.

Account Summary:

- Account Type: [Account Type]
- Final Balance: [Amount]

[Option A: If balance is zero] Since your account had a zero balance, no further action is required.

[Option B: If balance is positive] A check for your remaining balance has been mailed to your address on file. You should receive it within [Number] business days.

If you wish to continue using our services in the future, you will need to open a new account. If you believe this closure was made in error, please contact our customer service department at [Phone Number] or [Email Address] immediately.

Thank you for your past business.

Sincerely,

[Name/Signature]
[Job Title]
[Company Name]