

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

**Subject: Notification of Impending Account Closure**

Dear [Customer Name],

This letter is to formally notify you that your account with [Company Name], ending in [Last 4 Digits of Account Number], is scheduled to be closed on [Date of Closure].

The closure of this account is due to [Reason: e.g., prolonged inactivity / violation of terms of service / business decision].

**What you need to do:**

- Download or export any personal data or transaction history before [Date of Closure].
- Update your payment information on any external services linked to this account.
- Ensure any outstanding balances are settled by [Date].

After [Date of Closure], you will no longer have access to this account, and any remaining data may be permanently deleted in accordance with our data retention policy.

If you believe this notice has been sent in error, or if you wish to appeal this decision, please contact our support team at [Phone Number] or [Email Address] no later than [Date].

Thank you for your past business.

Sincerely,

[Your Name/Department]

[Company Name]