

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

**Subject: Notice of Account Closure - Account Number: [Account Number]**

Dear [Customer Name],

We are writing to inform you that [Financial Institution Name] has decided to close your account, effective [Closure Date].

This action is being taken because your account has maintained a negative balance for an extended period due to insufficient funds. Despite previous notifications, the required balance has not been restored.

**Important Information regarding your closure:**

- All scheduled transfers, direct deposits, and automatic payments will be cancelled.
- You must stop using any checks or debit cards associated with this account immediately.
- The outstanding negative balance of \$[Amount] remains due. Please remit payment by [Payment Due Date] to avoid further collection efforts.

If you have any questions or believe this action has been taken in error, please contact our customer service department at [Phone Number] or visit your local branch.

Sincerely,

[Sender Name]

[Title]

[Financial Institution Name]