

[Date]

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

Subject: Notification of Account Closure - FATCA Non-Compliance

Dear [Customer Name],

We are writing to formally notify you that [Financial Institution Name] will be closing your account(s) listed below, effective [Closure Date]:

Account Number(s): [List Account Numbers]

This action is being taken due to our inability to establish your tax residency status as required under the Foreign Account Tax Compliance Act (FATCA). Despite our previous requests dated [List Dates of Previous Notices], we have not received the necessary documentation (Form W-9 or Form W-8 series) required to certify your status for international tax reporting purposes.

As a regulated financial institution, we are legally obligated to comply with FATCA regulations. Failure to provide the required documentation necessitates the termination of our banking relationship.

Next Steps:

- Please ensure all outstanding checks and automated payments are cleared before [Closure Date].
- Provide us with instructions on where to send your remaining balance via a bank draft or wire transfer.
- If you provide the completed tax forms before [Deadline Date], we may be able to rescind this closure request.

If you have any questions, please contact our Compliance Department at [Phone Number] or visit your local branch.

Sincerely,

[Authorized Signature]
[Name and Title]
[Financial Institution Name]