

# PUBLIC NOTICE: BRANCH CLOSURE

**Date:** [Insert Date]

**To:** Our Valued Customers and the General Community

**Subject:** Notice of Closure for [Insert Branch Name]

Dear Customer,

We are writing to formally inform you that [Company Name] has made the difficult decision to permanently close our branch located at [Insert Branch Address] effective as of [Insert Closing Date].

## Reason for Closure

This decision follows a comprehensive review of our operational network. The closure is primarily due to [Insert Reason, e.g., a shift in customer behavior toward digital services / an expiration of our lease / a strategic reorganization of our physical locations]. This change allows us to consolidate our resources to better serve you through our other channels.

## How This Affects You

- **Account Continuity:** Your accounts will remain active and unaffected. All records will be securely transferred to our [Insert Name of Receiving Branch] branch.
- **In-Person Services:** Starting [Insert Date], please visit our nearest location at [Insert Address of Alternative Branch].
- **Digital Banking:** You can continue to access all services 24/7 via our website at [Insert URL] or through our mobile application.
- **ATM Access:** The ATM at this location will be decommissioned on [Insert Date].

## Important Deadlines

If you have a safe deposit box at this location, please visit the branch before [Insert Deadline Date] to remove your belongings. Our staff is available to assist you with the transfer process.

We thank you for your continued loyalty and look forward to serving you at our other locations.

Sincerely,

[Authorized Signatory Name]

[Title]

[Company Name]

**Contact Information:** For questions regarding this closure, please contact our customer service team at [Phone Number] or [Email Address].