

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

Subject: Notification of Account Closure - Account Number: [Account Number]

Dear [Recipient Name],

This letter is to formally notify you that your account with [Company Name] will be closed effective [Date].

Please note the following details regarding this closure:

- Remaining Balance: [Amount]
- Final Transaction Date: [Date]
- Reason for Closure: [Optional: Briefly state reason or leave blank]

If there is a remaining balance in your account, [mention process, e.g., a check will be mailed to your address/funds will be transferred to your linked account] within [Number] business days.

Please ensure that all automatic payments or direct deposits linked to this account are updated immediately to avoid any service disruptions.

If you have any questions regarding this notification, please contact our customer service department at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]