

**Date:** [Insert Date]

[Customer Name]

[Last Known Address Line 1]

[Last Known Address Line 2]

**Subject: Notice of Account Closure due to Undeliverable Address**

Dear [Customer Name],

We are writing to inform you that we have received returned mail sent to the address currently on file for your account ending in [Last 4 Digits of Account Number].

As we are unable to establish a valid mailing address for you, your account has been restricted and is scheduled for closure effective [Insert Date]. To keep your account active and prevent closure, please contact us immediately to provide an updated and verified residential address.

If we do not hear from you by the date mentioned above, the following actions will occur:

- Your account will be officially closed.
- Any remaining balance will be sent via check to the last verified address on file or handled in accordance with state unclaimed property laws.
- Access to online services associated with this account will be disabled.

To update your information or discuss this matter further, please call our customer service department at [Phone Number] or visit your local branch.

Sincerely,

[Sender Name/Department]

[Company Name]