

**Date:** [Insert Date]

**Subject:** Notice of Account Closure - Missing Documentation

**Customer Name:** [Insert Customer Name]

**Account Number:** [Insert Account Number]

Dear [Insert Customer Name],

This letter is to formally notify you that we are closing your account, effective [Insert Date].

On [Insert Date of Previous Request], we contacted you requesting the following documentation:

- [List missing document 1]
- [List missing document 2]

As we have not received the required information by the specified deadline, we are unable to maintain your account in compliance with our regulatory and internal policy requirements.

**What you need to know:**

- Your account will be restricted starting [Insert Date].
- Any remaining balance will be sent to your address on file via check within [Number] business days, minus any applicable fees.
- All automated payments and direct deposits should be redirected to another financial institution immediately.

If you have questions regarding this notice or if you believe you have already submitted these documents, please contact us at [Insert Phone Number] or visit your local branch.

Sincerely,

[Your Name/Department]

[Company Name]