

Final Notice of Account Closure

This is a formal notification regarding the closure of your account. Please review the details below and contact us if you have any questions or need assistance prior to the closure date.

Date: _____

To:
Name: _____
Address: _____
Account Number: _____

Subject: Final Notice of Account Closure

Dear [Customer Name],

This letter serves as a final notice that your account with [Company/Organization Name], account number [Account Number], will be closed on [Closure Date].

Please ensure all outstanding balances are settled and any ongoing transactions are completed before the above date. After the closure date, no further access to the account will be available, and any remaining balance will be refunded (if applicable) to the address on file.

If you believe this notice has been sent in error, or if you have questions regarding your account, please contact our customer service team immediately at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Authorized Representative Name]
[Title/Position]
[Company/Organization Name]
[Contact Information]