

Customer Service Account Closure Termination Notice

Sending a **customer service account closure termination notice** is essential for formally informing clients about the end of their service agreement. This notice should clearly outline the closure date, any final actions required, and contact details for questions. Proper communication ensures a smooth transition and helps maintain professional customer relationships.

Sample Notice

Date: [Insert Date]

To: [Customer Name]

Account Number: [Account Number]

Dear [Customer Name],

We are writing to inform you that your account with [Company Name] will be closed effective **[Closure Date]**. This action is being taken as part of the termination of our service agreement.

Final Actions Required:

- Settle any outstanding balances by **[Final Payment Date]**
- Return any company property associated with your account
- Download or back up important account information

If you have any questions or require further assistance, please contact us at support@company.com or call us at [Customer Service Phone Number].

Thank you for your business. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]