

Prior Notice of Account Closure

Use this **prior notice form** as a template to inform clients about their account closure in a clear and professional manner. It ensures proper communication and compliance with company policies. Customize the form to suit specific client details and closure reasons.

Client Information

Client Name:

Enter client's full name

Account Number:

Enter client account number

Contact Information:

Email or phone number

Notice Details

Date of Notice:

Scheduled Closure Date:

Reason for Account Closure:

Brief explanation of closure

Instructions & Next Steps:

Details about outstanding balances, refunds, or final steps

Contact for Queries

Contact Person:

Your name or department

Contact Details:

Phone number or email

Sincerely,

[Your Company Name]

Send Notice