

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:

Account Number:

Contact Information:

Notice Details

Date of Notice:

Scheduled Closure Date:

Reason for Account Closure:

Instructions & Next Steps:

Contact for Queries

Contact Person:

Contact Details:

Sincerely,
[Your Company Name]

Send Notice