

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient's Business Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Notification of Account Closure

Dear [Recipient Name],

We hope this message finds you well. We are writing to formally notify you that your business account with [Your Business Name] will be closing effective [Closing Date].

This decision was made due to [brief explanation of reason, e.g., inactivity, policy change, etc.]. Please take note of the following details regarding your account closure:

- Last day of service: [Last Service Date]
- Final invoice: [Invoice Details/Payment Information]
- Data retention policy: [Details about data retention, if applicable]

We sincerely appreciate your partnership and support during the time your account was active. If you have any questions or require assistance regarding this process, please do not hesitate to reach out.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Business Name]