

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

Subject: Customer Withdrawal Notification

We are writing to formally notify you that your account with [Your Company Name] has been marked for withdrawal effective [Withdrawal Date]. This decision has been made in accordance with our policies and procedures regarding account management.

If you believe this withdrawal is in error or if you have any questions regarding your account status, please feel free to contact us at [Contact Phone Number] or [Contact Email].

We appreciate your time with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]