To: Mr. XYZ

Date: ------------------

RE: Closure of bank account due to inactivity

Dear (name of the customer),

The bank has observed that there has been no transaction via your account (mention account number). Due to this inactivity for a prolonged time period, the bank has considered an account to be inactive, and therefore, the bank is closing your account as per the policy of the bank.

We are regretful to inform you that your account has been closed and you will not be able to perform any transaction from your account in our bank from now onwards. Please write us back if you want the account to be opened again.

ABC Bank values its customers a lot.  We don’t want to cause inconvenience to our customers in any form. Feel free to contact us in case you have any queries regarding the closing of the account. Our helpline representatives will guide you in this regard.

Regards,

Your name

Your designation in the bank  
Your signatures