

[Bank Name]
[Branch Address]
[City, State, Zip Code]
[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Confirmation of Inactive Account Closure

Dear [Customer Name],

This letter is to formally notify you that the following bank account has been closed due to a prolonged period of inactivity:

- **Account Holder:** [Customer Name]
- **Account Number:** [Account Number]
- **Account Type:** [e.g., Savings/Checking]
- **Date of Closure:** [Date]

As previously communicated in our notice dated [Date of Prior Notice], accounts that remain inactive for [Number] months are subject to closure in accordance with our bank policies and banking regulations.

Balance Information:

The remaining balance at the time of closure was [Amount]. [Option A: A check for this amount is enclosed with this letter.]

[Option B: These funds have been transferred to our unclaimed property department/state treasury as per legal requirements.]

Please note that any automated payments, direct deposits, or outstanding checks associated with this account will no longer be processed. We recommend that you update your records and notify any relevant parties of this closure.

If you have any questions or wish to discuss opening a new account, please visit your local branch or contact our customer service department at [Phone Number].

Sincerely,

[Bank Representative Name]
[Title/Department]
[Bank Name]