

[Bank Name]
[Department Name]
[Bank Address]
[City, State, Zip Code]

[Date]

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

RE: NOTICE OF INTENT TO CLOSE INACTIVE ACCOUNT

Account Number: [XXXX-XXXX-XXXX]

Dear [Customer Name/Business Name],

Our records indicate that the commercial bank account referenced above has shown no activity for a period of [Number] months. As a result, this account has been classified as inactive.

In accordance with our bank policy and terms of service, we are writing to inform you that we intend to close this account on [Date of Closure] unless action is taken to keep it open.

To keep this account open:

Please perform a transaction (deposit or withdrawal) or contact your Relationship Manager by [Deadline Date].

If no action is taken:

The account will be closed on the date specified above. Any remaining balance will be sent via check to the address we have on file, minus any applicable closing fees. Please ensure your contact information is up to date.

If you have already closed this account or have questions regarding this notice, please contact our Commercial Banking Support Team at [Phone Number] or [Email Address].

Thank you for your business.

Sincerely,

[Signature]
[Name of Bank Representative]
[Title/Position]