

OFFICIAL NOTICE: NOTICE OF ACCOUNT INACTIVITY AND TERMINATION

Date: [Insert Date]

To: [Customer Name]

Address: [Customer Address]

Account Number: [Insert Account Number]

Dear [Customer Name],

This is an official notification regarding the status of your account held with [Company/Bank Name]. Our records indicate that your account has been inactive for a period of [Insert Number] months/years.

Under our terms and conditions and applicable regulations, accounts that show no activity for an extended period are classified as dormant. This letter serves as formal notice that we intend to close this account on [Insert Termination Date].

How to prevent account termination:

If you wish to keep this account active, you must perform one of the following actions before [Insert Deadline Date]:

- Log in to your online portal and perform a transaction.
- Deposit or withdraw funds from the account.
- Contact our customer service department at [Insert Phone Number] to verify your identity and intent to maintain the account.

Consequences of termination:

If no action is taken by the date specified above, the account will be closed. Any remaining balance will be [Subject to service fees / Sent via check to your registered address / Transferred to the state as unclaimed property] in accordance with local laws.

If you have already taken action to reactivate your account, please disregard this notice.

Sincerely,

[Authorized Signature]

[Name of Sender]

[Title/Department]

[Company Name]