

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Mandatory Verification of Safe Deposit Box #[Box Number]

Dear [Customer Name],

Our records indicate that you are the primary leaseholder of Safe Deposit Box #[Box Number] at our [Branch Name] location. As part of our commitment to security and regulatory compliance, we are conducting a periodic verification of all safe deposit box accounts.

To ensure your continued access and the security of your belongings, we require you to visit our branch to update your records. Please bring the following items with you:

- A valid government-issued photo ID (e.g., Driver's License or Passport).
- Your safe deposit box key(s).
- [List any other required documents, if applicable].

Please complete this verification by [Deadline Date]. Failure to verify your account by this date may result in a temporary restriction of access to your box.

If you have already visited us recently or if you have any questions regarding this notice, please contact our Customer Service department at [Phone Number] or visit the branch during regular business hours.

Thank you for your cooperation and for choosing [Bank Name].

Sincerely,

[Sender Name]

[Title]

[Bank Name]