

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

[Date]

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

Subject: Notice of Pending Account Closure - Inactive Status

Dear [Customer Name],

This letter is to inform you that your account (Account Number: [Account Number]) has been inactive for a period of [Number] months. Our records show that there has been no activity on this account since [Date of Last Activity].

According to our policy, accounts that remain inactive for an extended period are subject to closure. We are writing to provide you with a final opportunity to keep your account open.

How to keep your account active:

To prevent the closure of your account, please perform one of the following actions by [Deadline Date]:

- Log in to your online account portal.
- Make a deposit or withdrawal.
- Contact our customer service team at [Phone Number].

What happens if no action is taken?

If we do not hear from you or see activity on the account by [Deadline Date], we will proceed with closing the account. Any remaining balance will be [mailed to you via check / transferred to your linked account], minus any applicable fees.

If you no longer wish to maintain this account, no further action is required on your part, and the account will close automatically on the date mentioned above.

Thank you for your immediate attention to this matter. If you have any questions, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]