

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Important Notice Regarding Your Account Inactivity

Dear [Customer Name],

We are writing to inform you that our records show your account ([Account Number/Username]) has been inactive for [Number] consecutive months.

At [Company Name], we want to ensure you continue to have access to your account and its benefits. If you wish to keep this account active, please log in or perform a transaction by [Deadline Date].

Please note that if no activity is detected by the date mentioned above, we may be required to [take specific action, e.g., mark the account as dormant / close the account / charge an inactivity fee] in accordance with our terms and conditions.

To reactivate your account, please follow these steps:

- Log in to your account at [Website URL].
- Perform a qualifying transaction or update your profile.
- Contact our support team if you need assistance.

If you no longer wish to maintain this account, no further action is required, or you may contact us to formally close it.

Thank you for being a valued customer.

Sincerely,

[Your Name/Department]

[Company Name]

[Phone Number]

[Email Address]