

Subject: Reminder: Your account status is pending inactive

Dear [Customer Name],

We are contacting you because our records show that you have not logged into your account [Account Number/Username] for a significant period of time.

According to our policy, accounts with no activity for [Number] months are scheduled to be marked as "Inactive." To keep your account active and prevent any interruption in service, please log in before [Date].

To maintain your active status, simply follow these steps:

- Visit our website at [Website URL].
- Log in using your current credentials.
- Perform any basic activity (viewing your dashboard, updating your profile, etc.).

If you no longer wish to use this account, no further action is required. Your account will automatically transition to inactive status on the date mentioned above.

If you have any questions or are having trouble accessing your account, please contact our support team at [Support Email/Phone Number].

Thank you for being a valued member of [Company Name].

Sincerely,

The [Company Name] Team