

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Important Notice Regarding Your Inactive Account

Dear [Customer Name],

Our records indicate that there has been no activity on your [Account Type] account ending in [Last 4 Digits of Account Number] for a period of [Number] months.

To ensure the security of your funds and to keep your account in active status, we require a customer-initiated transaction or contact. If an account remains inactive for an extended period, it may be subject to dormancy fees or, as required by law, the funds may be transferred to the state's unclaimed property division.

How to keep your account active:

- Make a deposit or withdrawal at any branch or ATM.
- Transfer funds via online or mobile banking.
- Visit your local branch with a valid government-issued ID.
- Sign and return the enclosed "Account Reactivation Form."

If you have already performed a transaction recently, please disregard this notice.

If you no longer wish to maintain this account, please visit a branch or contact us to discuss closing the account and receiving your remaining balance.

Should you have any questions, please call our customer service department at [Phone Number] or visit our website at [Website URL].

Sincerely,

[Bank Name]

[Department Name]