

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

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

Subject: Notice of Inactive Account Status - [Account Number/Username]

Dear [Customer Name],

We are writing to inform you that your account with [Company Name] has been classified as inactive. Our records indicate that there has been no activity on this account for a period of [Number] months.

For your security and to ensure our records are accurate, accounts that remain inactive for extended periods are subject to temporary suspension. As of [Date], your account status has been set to "Inactive."

How to Reactivate Your Account:

If you wish to continue using your account and prevent it from being permanently closed, please take one of the following actions before [Deadline Date]:

- Log in to your account at [Website URL].
- Perform a transaction or update your profile information.
- Contact our support team at [Phone Number] or [Email Address].

If we do not hear from you or see activity by [Deadline Date], your account may be scheduled for permanent closure in accordance with our terms of service.

If you have already taken steps to reactivate your account, please disregard this notice.

Thank you for your attention to this matter.

Sincerely,

[Sender Name]
[Job Title]
[Company Name]