

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Notification of Inactive Account Status

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 the past [Number] months.

Under our current policy, an account is classified as "Dormant" if no transactions or customer-initiated contacts occur within a specific timeframe. To ensure the security of your funds and to comply with regulatory requirements, we are notifying you of this status change.

How to Reactivate Your Account:

To keep your account active and prevent it from being closed or transferred to the state as unclaimed property, please perform one of the following actions by [Deadline Date]:

- Make a deposit or withdrawal through an ATM or branch location.
- Log in to your online banking portal and perform a transfer.
- Visit any local branch with a valid photo ID to verify your information.
- Sign and return the enclosed acknowledgment form.

If we do not hear from you by [Deadline Date], your account may be subject to dormancy fees or eventual escheatment to the state treasury as required by law.

If you have already closed this account or believe this notice is in error, please contact our Customer Service department at [Phone Number] or visit [Website Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Name/Department]

[Financial Institution Name]