

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

RE: NOTICE OF SAFE DEPOSIT BOX CLOSURE AND LEASE TERMINATION

Safe Deposit Box Number: [Box Number]

Account Number: [Account Number]

Dear [Customer Name],

This letter serves as formal notice that your safe deposit box lease with [Bank Name] has been terminated due to non-payment of rental fees. As of [Date], your account remains past due in the amount of \$[Amount].

Despite previous notifications regarding your outstanding balance, we have not received payment. Consequently, we have proceeded with the following actions in accordance with your lease agreement and state law:

- The lease for Safe Deposit Box #[Box Number] has been officially cancelled.
- The box has been drilled/opened in the presence of authorized bank witnesses.
- The contents, if any, have been inventoried and placed in a secure storage vault.

To reclaim your property, you must pay the total outstanding balance, which includes past due rent, late fees, and a drilling/lock replacement fee of \$[Drilling Fee Amount].

Please be advised that if the contents are not claimed within [Number] days from the date of this letter, the items will be handled in accordance with state escheatment laws and may be turned over to the State Treasurer's Unclaimed Property Division.

Please contact us immediately at [Phone Number] or visit our [Branch Name] branch to resolve this matter.

Sincerely,

[Name of Bank Representative]

[Title]

[Bank Name]