

## NOTICE OF DEFAULT AND INTENT TO TERMINATE LEASE

Date: [Insert Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

RE: Safe Deposit Box Number: [Box Number]

Dear [Customer Name],

Our records indicate that the rental payment for the above-referenced safe deposit box is past due. As of [Date], your account shows an outstanding balance of \$[Amount].

This balance includes:

- Past Due Rent: \$[Amount]
- Late Fees: \$[Amount]
- Total Due: \$[Amount]

Please be advised that your lease agreement is now in default. To cure this default, you must remit the full payment of \$[Total Amount] to our office no later than [Deadline Date].

If payment is not received by the deadline stated above, [Bank/Institution Name] will proceed with the following actions as permitted by law and your lease agreement:

1. Termination of your lease agreement.
2. Drilling or forcible opening of the safe deposit box at your expense.
3. Removal and inventory of all contents.
4. Transfer of contents to a secure storage area or state escheatment fund after the statutory waiting period.

To prevent these actions and additional fees, please visit our branch or mail a check immediately. If you have already sent your payment, please disregard this notice.

Sincerely,

[Name/Signature]

[Title]

[Bank/Institution Name]

[Phone Number]