

FINAL NOTICE PRIOR TO DRILLING

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 rent for the above-referenced safe deposit box is past due since [Original Due Date]. Despite previous notifications, we have not received your payment.

Please be advised that this is your **FINAL NOTICE**. If the total outstanding balance listed below is not paid in full by [Deadline Date], we will proceed with the following actions as permitted by law and your rental agreement:

- The lock on your safe deposit box will be forcibly drilled open.
- The contents will be removed and inventoried in the presence of witnesses.
- The contents will be placed in a secure storage area.
- Additional fees for drilling, lock replacement, and administrative handling will be charged to your account.

Total Amount Due: \$[Amount]

To prevent these actions, please remit payment immediately or visit our branch to close the box and remove your belongings. If the box is drilled and the contents remain unclaimed for the period specified by state law, the items will be turned over to the State Controller's Office as unclaimed property.

If you have already sent your payment, please disregard this notice.

Sincerely,

[Name/Department]

[Bank/Organization Name]

[Phone Number]