

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

**RE: Notice of Delinquent Payment - Safe Deposit Box Drilling Fees**

Dear [Customer Name],

This letter serves as a formal notice regarding the outstanding balance on your Safe Deposit Box #[Box Number] at our [Branch Name] location.

As previously notified, your safe deposit box was scheduled for drilling on [Date of Drilling] due to [Reason: non-payment of annual rent / lost key request]. Consequently, the following fees are now past due:

- Drilling Fee: \$[Amount]
- Lock Replacement Fee: \$[Amount]
- Past Due Rental Fees: \$[Amount]
- Late Penalties: \$[Amount]
- **Total Balance Due: \$[Total Amount]**

Please submit payment in full within [Number] days of the date of this letter to bring your account into good standing. Payment can be made in person at any branch or by mailing a check to the address listed below.

Failure to settle this debt may result in further collection actions, including the referral of this account to an external collection agency or legal proceedings to recover the costs incurred.

If you have already sent your payment, please disregard this notice. If you have any questions regarding this balance, please contact us immediately at [Phone Number].

Sincerely,

[Staff Member Name]

[Title]

[Financial Institution Name]