

DATE: [Insert Date]

TO:

[Customer Name]

[Customer Address]

[City, State, Zip Code]

RE: NOTICE OF UNPAID RENT - SAFE DEPOSIT BOX #[Box Number]

Dear [Customer Name],

Our records indicate that the annual rental payment for your safe deposit box referenced above was due on [Due Date]. As of the date of this letter, we have not received your payment.

Account Summary:

Past Due Rent: \$[Amount]

Late Fees: \$[Amount]

Total Balance Due: \$[Total Amount]

Please remit the total balance due by [Deadline Date] to bring your account current. You may make a payment by visiting our branch in person or by mailing a check to the address listed below.

Please be advised that per your rental agreement and state law, continued non-payment may result in the following actions:

- Accrual of additional late fees.
- Restricted access to your safe deposit box.
- The eventual drilling of the box and removal of contents to be held in escheatment.

If you have already sent your payment, please disregard this notice. If you believe this notice is in error, or if you have any questions, please contact us immediately at [Phone Number].

Sincerely,

[Your Name/Department]

[Bank/Institution Name]

[Mailing Address]

[Phone Number]