

[Your Institution Name]
[Branch Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

RE: INVOICE FOR SAFE DEPOSIT BOX #[BOX NUMBER] - DRILLING FEES AND ARREARS

Dear [Customer Name],

This letter serves as a formal invoice regarding your Safe Deposit Box #[Box Number] held at our [Branch Name] location. Due to non-payment of annual rental fees and the subsequent requirement to access the box, the following charges are now due:

Account Summary:

Past Due Rental Fees ([Start Date] to [End Date]): \$[Amount]
Late Payment Penalties: \$[Amount]
Lock Drilling and Technical Service Fee: \$[Amount]
Lock Replacement / New Key Fee: \$[Amount]
TOTAL AMOUNT DUE: \$[Total Amount]

Payment is required by [Due Date]. Please visit our branch to settle this balance or mail a check made payable to "[Institution Name]" to the address listed above. Please include your Box Number on the memo line.

The contents of your box are currently being held in [Secure Storage/Escrow] and will not be released until the outstanding balance is paid in full. If payment is not received by the date mentioned above, the contents may be [turned over to the State Unclaimed Property Division / sold at auction] in accordance with local laws and our rental agreement.

If you have already made this payment, please disregard this notice. If you have any questions, please contact us at [Phone Number].

Sincerely,

[Name/Signature]
[Title]
[Institution Name]