

**DATE:** [Date]

**TO:**

[Lessee Name]

[Lessee Address]

[City, State, Zip Code]

**RE: NOTICE OF LEASE TERMINATION AND INTENT TO DRILL SAFE DEPOSIT BOX**

**Box Number:** [Box Number]

**Past Due Amount:** \$[Amount]

Dear [Lessee Name],

Our records indicate that the rent for the safe deposit box listed above is past due by [Number] days. Despite previous notices, we have not received payment to bring your account into good standing.

Pursuant to the terms of your Lease Agreement and state law, please be advised that your lease is now **TERMINATED**. You no longer have access to the box.

If the full balance is not paid by [Deadline Date], we will proceed with the following actions:

- **Forced Entry:** The box will be forcibly opened (drilled) by a locksmith in the presence of bank officials.
- **Additional Fees:** You will be charged for the cost of the locksmith, repair of the box, and any administrative fees.
- **Inventory and Storage:** The contents will be inventoried and moved to a secure storage area or a central vault.
- **Escheatment:** If the contents remain unclaimed for the period required by law, they will be turned over to the State Treasurer's Unclaimed Property Division.

To prevent this action, you must pay the total outstanding balance of \$[Amount] and surrender your keys to the branch no later than the date specified above.

Please contact us immediately at [Phone Number] if you have any questions.

Sincerely,

[Your Name/Department]

[Financial Institution Name]

[Branch Address]