

DATE: [Insert Date]

TO:

[Lessee Name]

[Lessee Address]

[City, State, Zip Code]

RE: NOTICE OF DELINQUENCY AND INTENT TO TERMINATE LEASE

Dear [Lessee Name],

Our records indicate that the rent for Safe Deposit Box #[Box Number], located at [Bank/Branch Name], is currently past due. Despite previous notifications, the balance remains unpaid.

Account Summary:

- Past Due Amount: \$[Amount]
- Late Fees/Administrative Charges: \$[Amount]
- **Total Amount Due: \$[Total Amount]**
- Original Due Date: [Date]

Pursuant to the terms of your Safe Deposit Box Lease Agreement and applicable state laws, please be advised that this letter serves as a formal demand for payment. You have **[Number, e.g., 30]** days from the date of this notice to remit the full amount owed.

Failure to receive payment by [Deadline Date] will result in the following actions:

1. Termination of your lease agreement.
2. The forceful opening (drilling) of the safe deposit box at your expense.
3. The removal and inventory of all contents in the presence of a notary public.
4. The placement of contents in a general vault or escheatment to the State Controller's Office as unclaimed property.

To prevent these actions, please submit payment immediately to [Branch Address] or contact our department at [Phone Number] to discuss this matter.

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

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Department]

[Financial Institution Name]