

[Date]

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

Subject: SECOND NOTICE - Overdue Rental Payment for Safe Deposit Box #[Box Number]

Dear [Customer Name],

This is a second formal reminder that the rental payment for your safe deposit box #[Box Number] is now significantly overdue. Our records indicate that we have not yet received payment following our initial notice sent on [Date of First Notice].

Account Summary:

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

Please submit your payment immediately to avoid further action. You may pay by visiting our branch in person, via online banking, or by mailing a check to the address below.

Failure to settle this balance by [Final Deadline Date] may result in the following actions as per your rental agreement:

1. Suspension of access to the safe deposit box.
2. The forceful opening (drilling) of the box at your expense.
3. The transfer of contents to a secure holding area or the state unclaimed property division.

If you have already sent your payment, please disregard this letter. If you are experiencing financial difficulties or believe there is an error, please contact us immediately at [Phone Number].

Sincerely,

[Your Name/Department]
[Bank/Institution Name]
[Contact Information]