

Date: [Insert Date]

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

Subject: FINAL NOTICE: Impending Safe Deposit Box Drilling and Associated Fees

Dear [Customer Name],

Our records indicate that the rental payment for your Safe Deposit Box #[Box Number] at our [Branch Name] location is significantly past due. Despite previous notifications, we have not received the required payment or communication regarding the status of your box.

Please be advised that per your rental agreement, if payment is not received by **[Deadline Date]**, we will proceed with the physical drilling of the box to recover the space.

If this action is taken, the following fees will be charged to your account:

- Past Due Rental Balance: \$[Amount]
- Drilling and Lock Replacement Fee: \$[Amount]
- Late Payment Penalties: \$[Amount]
- Administrative Processing Fee: \$[Amount]

Total Amount Required to Avoid Drilling: \$[Total Amount]

To prevent these additional charges and the forced opening of your box, please visit our branch or contact us at [Phone Number] immediately to settle your balance. If you have already made this payment, please disregard this notice.

The contents of a drilled box will be inventoried and held in secure storage for a limited time before being turned over to the State Treasurer's Office as unclaimed property, as required by law.

Sincerely,

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