

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Action Required to Prevent Account Dormancy

Dear [Customer Name],

We are writing to inform you that our records indicate there has been no activity on your account, [Account Number], for a period of [Number] months.

To ensure your account remains active and to prevent it from being classified as dormant, we require you to take action by [Deadline Date]. If an account remains inactive for an extended period, it may be subject to restricted access or escheatment to the state as required by law.

To keep your account active, please perform one of the following actions:

- Log in to your online portal at [Website URL].
- Make a deposit or withdrawal of any amount.
- Contact our customer service team at [Phone Number].
- Sign and return the enclosed acknowledgment form.

If you have already performed a transaction recently, please disregard this notice.

Thank you for your prompt attention to this matter.

Sincerely,

[Sender Name]

[Company Name]

[Contact Information]