

[Date]

Subject: Important: Your account [Account Number/Username] is currently inactive

Dear [Customer Name],

We noticed that you have not logged into or used your account with [Company Name] for [Number] months. We are reaching out to let you know that your account is now classified as inactive.

Under our current policy, accounts that remain inactive for [Total Time Period] are subject to deactivation or closure. We value your membership and would like to help you keep your account active.

How to keep your account:

To prevent any changes to your account status, please log in at [Website URL] by [Deadline Date]. Simply logging in will automatically mark your account as active.

If you no longer wish to maintain this account, no further action is required. Your account will be closed on [Closure Date] and any associated data will be handled according to our privacy policy.

If you have any questions or need assistance accessing your account, please contact our support team at [Support Email/Phone Number].

Thank you for being a part of [Company Name].

Sincerely,

[Your Name/Department]
[Company Name]