

Date: [Insert Date]

To: [Account Holder Name]

Account Number: [Insert Account Number]

Subject: Notice of Account Dormancy

Dear [Insert Name],

This is an official notification regarding the status of your account held with [Insert Company Name]. Our records indicate that there has been no activity on this account for a period of [Insert Time Period, e.g., 12 months].

As a result, your account has been classified as "Dormant." To protect your security, access to certain features may be restricted until the account is reactivated.

To reactivate your account and prevent further action, please perform one of the following steps by [Insert Deadline Date]:

- Log in to your account portal at [Insert Website URL].
- Perform a transaction (deposit, withdrawal, or transfer).
- Contact our customer service department at [Insert Phone Number].

If we do not hear from you by the date specified above, we may be required to [Insert Action, e.g., close the account or transfer funds to the state treasury as unclaimed property] in accordance with applicable laws and company policy.

If you believe this notice was sent in error, please contact us immediately.

Sincerely,

[Your Name/Department Name]

[Company Name]

[Contact Information]