

[Date]

[Customer Name]

[Address Line 1]

[City, State, Zip Code]

Subject: Notification of Impending Account Dormancy

Dear [Customer Name],

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

Account Number: [Account Number/Last 4 Digits]

Under our policy, accounts with no customer-initiated activity for [Time Period] are classified as "Dormant." To protect your security and prevent unauthorized access, accounts that reach this status may be restricted or subject to dormancy fees.

How to keep your account active:

To prevent your account from being marked as dormant, please perform one of the following actions before [Deadline Date]:

- Log in to your online banking portal.
- Make a deposit or withdrawal of any amount.
- Contact our customer service department at [Phone Number] to verify your identity.
- Visit any of our branch locations.

If we do not hear from you or see activity by the date mentioned above, your account status will be updated to "Dormant." If an account remains dormant for an extended period, the funds may eventually be transferred to the state as unclaimed property, as required by law.

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

Thank you for your prompt attention to this matter.

Sincerely,

[Sender Name/Department]

[Financial Institution Name]

[Contact Information]