

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Notification of Dormant Account and Reactivation Process

Dear [Customer Name],

Our records indicate that your account, ending in [Last 4 Digits of Account Number], has been inactive for a period of [Number] months. As a result, your account has been classified as dormant in accordance with our policy.

To protect your funds, dormant accounts are restricted from outgoing transactions. To reactivate your account and regain full access to your funds, please complete the following steps:

- Visit any branch office with a valid government-issued photo ID.
- Complete and sign the Reactivation Request Form.
- Perform a deposit or withdrawal transaction of any amount.

Fee Disclosure:

Please be advised of the following fees associated with account dormancy:

- **Dormancy Maintenance Fee:** \$[Amount] per month, charged while the account remains inactive.
- **Reactivation Fee:** A one-time fee of \$[Amount] will be applied upon successful reactivation.

If no action is taken by [Deadline Date], we may be required by law to transfer the remaining balance to the state's unclaimed property division.

If you have any questions or believe this notice was sent in error, please contact our customer service department at [Phone Number] or visit our website at [Website URL].

Thank you for your continued business.

Sincerely,

[Staff Name/Department]

[Financial Institution Name]