

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Safe Deposit Box Availability at [Branch Name]

Dear [Customer Name],

Thank you for inquiring about the availability of safe deposit boxes at our [Branch Name] location. We are pleased to inform you that we currently have boxes available in the following sizes:

- [Size 1 (e.g., 3x5)] - \$[Price] per year
- [Size 2 (e.g., 5x10)] - \$[Price] per year
- [Size 3 (e.g., 10x10)] - \$[Price] per year

Safe deposit boxes are an excellent way to secure your important documents, jewelry, and other irreplaceable items. Please note that availability is on a first-come, first-served basis and may change daily.

To lease a box, please visit our branch at [Branch Address] during our regular business hours. You will need to provide a valid government-issued photo ID and have an active account with our institution.

If you have any questions or would like to reserve a specific size for your visit today, please call us directly at [Branch Phone Number].

Sincerely,

[Staff Name]

[Title]

[Branch Name]

[Bank Name]