

[Company Letterhead/Logo]

[Date]

[Contact Name]

[Title]

[Client Company Name]

[Address Line 1]

[Address Line 2]

Subject: Response to Inquiry Regarding Corporate Safe Deposit Box Availability

Dear [Contact Name],

Thank you for your inquiry dated [Date] regarding the availability of corporate safe deposit boxes at our [Branch Name/Location] facility.

We are pleased to inform you that we currently have the following sizes available for corporate lease:

- [Size 1, e.g., 3" x 5"]: \$[Price] per annum
- [Size 2, e.g., 5" x 10"]: \$[Price] per annum
- [Size 3, e.g., 10" x 10"]: \$[Price] per annum

To secure a box for your organization, we require the following documentation:

- A formal Corporate Resolution authorizing the rental.
- Valid government-issued identification for all authorized signatories.
- Proof of Business Registration/Incorporation.

Please note that availability is on a first-come, first-served basis. If you would like to proceed with the rental or schedule a viewing of the vault facilities, please contact us at [Phone Number] or [Email Address].

We look forward to assisting your company with its secure storage needs.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Bank/Organization Name]