

[Bank Name]
[Branch Address]
[City, State, Zip Code]
[Date]

[Customer Name 1]
[Customer Name 2]
[Customer Address]
[City, State, Zip Code]

Subject: Response to Inquiry Regarding Safe Deposit Box #[Box Number]

Dear [Customer Name 1] and [Customer Name 2],

This letter is in response to your recent inquiry regarding the joint safe deposit box held at our [Branch Name] location. We have reviewed our records and can confirm the following details:

- **Account Type:** Joint Tenancy with Right of Survivorship
- **Authorized Signers:** [Name 1] and [Name 2]
- **Box Status:** [Active/Inactive]
- **Next Rental Payment Due Date:** [Date]

Please be reminded that access to the safe deposit box requires the presence of at least one authorized signer and a valid form of government-issued photo identification. Our records indicate that [Number] keys were issued at the time the box was rented. The bank does not retain a duplicate set of keys for your privacy and security.

Access hours for the safe deposit vault are as follows:

[Monday - Friday: Hours]
[Saturday: Hours]

If you have any further questions or require assistance with your account, please contact our customer service department at [Phone Number] or visit us during regular business hours.

Sincerely,

[Bank Representative Name]
[Title]
[Bank Name]