

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Confirmation of Safe Deposit Box Availability

Dear [Customer Name],

Thank you for your inquiry regarding the rental of a safe deposit box at our [Branch Name] location. We are pleased to confirm that we currently have the following box size(s) available for lease:

- Size: [e.g., 3" x 5", 5" x 10", 10" x 10"]
- Annual Rental Fee: \$[Amount]
- Refundable Key Deposit: \$[Amount]

To secure this box, please visit our branch during regular business hours with a valid government-issued photo ID. Please note that availability is on a first-come, first-served basis and cannot be guaranteed until the lease agreement is signed and the initial fees are paid.

If you have any questions or would like to schedule an appointment to complete the paperwork, please contact us at [Phone Number] or [Email Address].

We look forward to serving your banking needs.

Sincerely,

[Name of Employee]

[Title/Position]

[Bank Name]