

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

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

Subject: Response Regarding Safe Deposit Box Relocation Availability

Dear [Customer Name],

Thank you for your inquiry regarding the relocation of your safe deposit box contents to our [New/Target Branch Name] location.

We are pleased to inform you that we have verified availability. A box of the same dimensions ([Size]) is currently available for your use at the new branch. We have placed a temporary hold on this unit for you until [Expiration Date].

To proceed with the relocation, please choose one of the following options:

- **Option 1: In-Person Transfer.** You may visit your current branch to close your existing box and transport the contents to the new location yourself.
- **Option 2: Bank-Assisted Relocation.** Please contact us to sign the necessary authorization forms to have your box contents securely moved by our professional logistics team on the scheduled transfer date of [Date].

Please note that you will need to bring your current keys and a valid government-issued photo ID to complete this process. If you have lost your keys, please notify us immediately as a lock-drill fee may apply.

If we do not hear from you by [Deadline Date], we will be unable to guarantee the availability of the specific box size at the new location.

If you have any questions, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Sender Name]
[Title/Department]
[Bank Name]