

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Safe Deposit Box Size Options and Availability

Dear [Customer Name],

Thank you for inquiring about safe deposit box rentals at [Bank Name]. We are pleased to provide you with the current list of available sizes and their corresponding annual rental fees at our [Branch Location] branch.

The following sizes are currently available:

- **Small (3" x 5"):** \$[Amount] per year
- **Medium (5" x 10"):** \$[Amount] per year
- **Large (10" x 10"):** \$[Amount] per year
- **Extra Large ([Size]):** \$[Amount] per year

Please note that availability is on a first-come, first-served basis. To secure a box, you will need to visit our branch in person with a valid government-issued photo ID. If you are an existing account holder, we can arrange for the annual fee to be automatically deducted from your account.

If the specific size you require is currently unavailable, we can place your name on a waiting list and notify you as soon as one becomes vacant.

Should you have any questions or wish to schedule an appointment to open your box, please contact us at [Phone Number] or visit us during regular business hours.

Sincerely,

[Name/Signature]

[Title]

[Bank Name]