

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Safe Deposit Box Waitlist Notification

Dear [Customer Name],

Thank you for your interest in renting a safe deposit box at [Bank/Branch Name].

We are writing to inform you that all safe deposit boxes of your requested size are currently occupied. As requested, we have placed your name on our official waitlist.

Waitlist Details:

- Requested Box Size: [Size/Category]
- Date Added to List: [Date]
- Current Position: [Number, if applicable]

We will contact you via [phone/email] as soon as a box becomes available. Please note that when a box becomes available, we will hold it for [Number] business days before moving to the next person on the list.

If you no longer require a safe deposit box or if your contact information changes, please let us know so we can update our records.

Thank you for your patience and for choosing [Bank Name].

Sincerely,

[Staff Name/Department]

[Bank Name]

[Phone Number]