

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Availability of Small Safe Deposit Box

Dear [Customer Name],

Thank you for your inquiry regarding the availability of a small safe deposit box at our [Branch Name] location.

We are pleased to inform you that we currently have small boxes available for lease. The dimensions for this size are [Dimensions, e.g., 3x5 inches], and the annual rental fee is \$[Amount].

To secure a box, please visit our branch during regular business hours with the following items:

- A valid government-issued photo ID
- Your account information
- Payment for the initial rental period and any applicable key deposits

Please note that boxes are assigned on a first-come, first-served basis and availability may change. If you have any further questions, please contact us at [Phone Number].

Sincerely,

[Your Name]

[Your Title]

[Bank Name]