

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

As a valued VIP client of [Bank Name], we are pleased to inform you that a select number of safe deposit boxes have recently become available at our [Branch Name] location.

Given the high demand and limited availability of these units, we wanted to offer you priority access before they are released to the general public. We currently have the following sizes available for your consideration:

- Small ([Dimensions]) - [Annual Fee]
- Medium ([Dimensions]) - [Annual Fee]
- Large ([Dimensions]) - [Annual Fee]

A safe deposit box provides a secure environment for your most important documents, heirlooms, and valuables, protected by our advanced security systems.

If you are interested in reserving a unit, please contact your Relationship Manager, [Manager Name], directly at [Phone Number] or visit our branch by [Expiry Date].

Thank you for your continued loyalty and for choosing [Bank Name] for your financial needs.

Sincerely,

[Signature]

[Name of Sender]

[Title/Position]

[Bank Name]