

Date: [Insert Date]

To:

[Box Holder Name]

[Address Line 1]

[City, State, Zip Code]

Subject: Notification of Access Restriction - Safe Deposit Box #[Insert Box Number]

Dear [Box Holder Name],

This letter is to inform you that access to your safe deposit box, number [Insert Box Number], located at our [Insert Branch Name] branch, has been restricted effective [Insert Date].

This action has been taken due to the following reason(s):

- [Insert Reason, e.g., Unpaid rental fees / Legal order / Account delinquency / Documentation update required]

As a result of this restriction, you will not be permitted to access the contents of the box until the following requirements are met:

- [Insert Requirement, e.g., Payment of outstanding balance of \$XX.XX]
- [Insert Requirement, e.g., Provision of updated identification or legal documents]

Please contact us at [Insert Phone Number] or visit the branch at your earliest convenience to resolve this matter and restore access to your box.

If you believe this restriction has been placed in error, please provide any supporting documentation to our customer service department for review.

Sincerely,

[Your Name/Department]

[Financial Institution Name]

[Contact Information]