

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Action Required: Your account [Account Number] is dormant

Dear [Customer Name],

Our records indicate that there has been no activity on your account listed above for a period of [Number] months. As a result, your account has been classified as dormant.

To keep your account active and prevent it from being closed or transferred to the state as unclaimed property, please take one of the following actions by [Deadline Date]:

- Log in to your online banking portal.
- Make a deposit or withdrawal of any amount.
- Contact our customer service team at [Phone Number].
- Visit your local branch with a valid form of identification.

If we do not hear from you by [Deadline Date], we may be required by law to close the account and remit the remaining balance to the state's treasury department.

If you have already taken action to reactivate your account, please disregard this notice.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]

[Organization Name]

[Contact Information]