

[Company Letterhead/Logo]

[Date]

[Business Name]

[Attention: Account Holder Name]

[Business Address]

[City, State, Zip Code]

**RE: Notice of Account Dormancy - Account Number: [Last 4 Digits of Account Number]**

Dear [Customer Name/Business Name],

Our records indicate that there has been no financial activity on your business account listed above for a period of [Number] months. As a result, your account has been classified as "Dormant" in accordance with our bank policy and state regulations.

To prevent your account from being closed or the funds being transferred to the State Controller's Office as unclaimed property (escheatment), please take one of the following actions by [Deadline Date]:

- Make a deposit or withdrawal through any of our banking channels.
- Transfer funds between your linked accounts.
- Visit any local branch with a valid form of business identification to sign a reactivation form.
- Contact your Relationship Manager at [Phone Number].

If we do not hear from you by the date specified above, we may be required by law to close the account and remit the remaining balance to the state. Once funds are transferred to the state, you will be required to file a claim directly with the government to recover them.

If you have already performed a transaction recently, please disregard this notice.

Thank you for your prompt attention to this matter.

Sincerely,

[Sender Name]

[Title/Department]

[Financial Institution Name]

[Contact Information]