

[Date]

[Customer Name]

[Street Address]

[City, State, Zip Code]

Subject: Notice of Dormant Account and Fee Assessment

Dear [Customer Name],

This letter is to inform you that your account ending in [Last 4 Digits of Account Number] has been classified as dormant. Our records show that there has been no activity on this account for a period of [Number] months.

Under our terms and conditions, accounts that remain inactive for an extended period are subject to a dormant account fee. A fee of \$[Amount] will be assessed on [Date of Fee Assessment] and will continue to be charged [Monthly/Quarterly] until the account is reactivated or the balance reaches zero.

How to avoid these fees:

To reactivate your account and stop the assessment of dormant fees, please perform one of the following actions before [Deadline Date]:

- Make a deposit or withdrawal through an ATM or branch.
- Transfer funds between your accounts via online or mobile banking.
- Contact us directly at [Phone Number] to verify your account status.

If you no longer wish to maintain this account, please visit your local branch or contact us to initiate the closing process.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]

[Institution Name]

[Contact Information]