

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Notification of Inactive Account - [Account Number]

Dear [Customer Name],

Our records indicate that there has been no activity on your [Account Type] ending in [Last 4 Digits] for a period of [Number] months. As a result, your account has been classified as "Dormant."

To protect your funds and maintain the security of your account, we have temporarily restricted certain transactions. However, we would like to help you reactivate your account and ensure your funds remain accessible to you.

How to Reactivate Your Account:

- Perform a transaction such as a deposit or withdrawal.
- Log in to your online banking portal and perform a transfer.
- Visit any of our local branches with a valid government-issued photo ID.

If we do not hear from you or see activity by [Deadline Date], your account may be subject to dormancy fees or, eventually, transferred to the state as unclaimed property in accordance with applicable laws.

If you have already closed this account or believe this notice is in error, please contact our customer service team at [Phone Number] or [Email Address].

Thank you for choosing [Financial Institution Name].

Sincerely,

[Sender Name/Department]

[Financial Institution Name]