

[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Notice of Account Closure Due to Dormancy

Dear [Customer Name],

We are writing to inform you that your [Account Type] ending in [Last 4 Digits of Account Number] has been inactive for a period of [Number] months. Under our current policy, accounts with no activity for an extended period are classified as dormant.

As a result of this inactivity, your account is scheduled to be closed on [Closure Date].

How to keep your account open:

If you wish to maintain this account, please perform one of the following actions before [Deadline Date]:

- Make a deposit or withdrawal.
- Transfer funds between accounts.
- Contact us at [Phone Number] to verify your intent to keep the account active.

What happens if the account is closed:

If we do not hear from you by [Deadline Date], the account will be closed. Any remaining balance will be sent via check to your address on file, minus any applicable processing fees. Please note that according to state law, unclaimed funds may eventually be transferred to the State Controller's Office as unclaimed property.

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]