

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Notification of Dormant Savings Account

Dear [Customer Name],

We are writing to inform you that your savings account, ending in [Last 4 Digits of Account Number], has been classified as "Dormant" due to a lack of activity for a period of [Number] months.

To protect your funds and ensure account security, our policy requires us to restrict certain transactions on inactive accounts. However, your account remains open and can be easily reactivated.

To reactivate your account and prevent it from being transferred to the state's unclaimed property division, please complete one of the following actions by [Deadline Date]:

- Make a deposit or withdrawal of any amount.
- Perform a transfer between your accounts via online banking.
- Visit any of our branch locations with a valid government-issued ID.

If you no longer wish to maintain this account, please contact us or visit a branch to formally close the account and receive your remaining balance.

If you have any questions, please call our customer service department at [Phone Number] or visit our website at [Website URL].

Sincerely,

[Bank Name]

[Department Name]