

[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Date]

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

**Subject: Notification of Changes to Inactive Account Fees**

Dear [Customer Name],

We are writing to inform you of an upcoming change to the fees associated with inactive accounts at [Company Name]. This letter serves as formal notice that our fee structure for dormant or inactive accounts will be modified effective [Effective Date].

**Current Policy:**

[Description of current inactivity period and fee]

**New Policy:**

[Description of new inactivity period and fee amount]

An account is considered inactive if there has been no customer-initiated activity (such as deposits, withdrawals, or trades) for a period of [Number] consecutive months. This change is being implemented to cover the administrative costs of maintaining accounts that are no longer in active use.

**How to Avoid This Fee:**

To avoid the inactive account fee, simply perform one of the following actions before [Deadline Date]:

- Log in to your account portal at [Website URL].
- Make a deposit or withdrawal of any amount.
- Execute a transaction or trade.
- Contact our support team to confirm your intent to keep the account open.

If you no longer wish to maintain your account with us, you may close it at any time by contacting [Department Name] at [Phone Number/Email].

Thank you for your continued business.

Sincerely,

[Sender Name/Signature]

[Title]

[Company Name]