

[Date]

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

Subject: Notice of Change in Safe Deposit Box Annual Rental Fees

Dear [Customer Name],

We are writing to inform you of an upcoming adjustment to the annual rental fee for your safe deposit box, number [Box Number], held at our [Branch Name] location.

Effective [Effective Date], the annual rental fee will be modified as follows:

- Current Annual Fee: \$[Amount]
- New Annual Fee: \$[Amount]

This adjustment is necessary to ensure we continue to provide the highest level of security and maintenance for our vault facilities. The new rate will be applied to your account on your next scheduled billing date, which is [Billing Date].

If you have set up automatic payments from your account, the new amount will be deducted automatically starting on the date mentioned above. No action is required on your part to maintain your current rental.

If you have any questions regarding this change or if you wish to discuss your rental agreement, please visit our branch or contact us at [Phone Number] during regular business hours.

Thank you for choosing [Bank Name] for your secure storage needs.

Sincerely,

[Sender Name]
[Title]
[Bank Name]