

[Bank Name]
[Branch Address]
[City, State, Zip Code]
[Date]

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

Subject: Action Required: Inactive Bank Account [Account Number]

Dear [Customer Name],

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

To keep your account active and prevent it from being closed or transferred to the state as unclaimed property (escheatment), please take one of the following actions by [Deadline Date]:

- Make a deposit or withdrawal at any branch or ATM.
- Perform a transfer using our online banking portal or mobile app.
- Contact us at [Phone Number] to confirm your wish to keep the account open.
- Visit a local branch with a valid government-issued ID.

If you no longer wish to maintain this account, please visit a branch or contact us to initiate the formal closing process and receive any remaining balance.

If we do not hear from you by [Deadline Date], we may be required by law to close the account and remit the funds to the state treasury.

Thank you for your prompt attention to this matter.

Sincerely,

[Sender Name/Department]
[Bank Name]