

[Bank Name]
[Branch Address]
[City, State, Zip Code]
[Phone Number]

[Date]

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

Subject: Notification of Account Dormancy

Dear [Customer Name],

This letter is to inform you that your [Account Type, e.g., Savings/Checking] account ending in [Last Four Digits of Account Number] has been classified as "Dormant" due to a lack of activity over the past [Number] months.

According to our records, the last transaction on this account was recorded on [Date of Last Transaction]. To ensure the security of your funds and comply with banking regulations, accounts with no customer-initiated activity for an extended period are restricted.

How to Reactivate Your Account:

To restore your account to active status and avoid potential service fees or the transfer of funds to the state's unclaimed property division (escheatment), please complete one of the following actions by [Deadline Date]:

- Perform a deposit or withdrawal at any of our branch locations.
- Log in to your online banking portal and perform a transfer.
- Visit a branch with a valid government-issued ID to sign a reactivation form.

If no action is taken by the date mentioned above, your account will remain inactive, and further administrative steps may be required to access your funds.

If you believe this notification is an error, or if you have already performed a transaction recently, please contact us immediately at [Customer Service Number] or visit your local branch.

Thank you for choosing [Bank Name].

Sincerely,

[Bank Representative Name/Department]
[Bank Name]