

[Date]

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

Subject: Important Notice Regarding Your Account Inactivity

Dear [Customer Name],

We are contacting you because our records indicate that your account ([Account Number/Username]) has not shown any activity for the past [Number] months.

To ensure the security of your information and to comply with our account maintenance policies, we wanted to reach out before any further action is taken. If your account remains inactive until [Deadline Date], it may be subject to [deactivation/suspension/closure].

How to keep your account active:

To maintain your active status, simply log in to your account at [Website URL] or perform a transaction before [Deadline Date].

If you no longer wish to maintain this account, no further action is required on your part. Your account will be handled in accordance with our terms of service.

If you have any questions or believe you have received this notice in error, please contact our support team at [Phone Number] or [Email Address].

Thank you for being a valued customer.

Sincerely,

[Your Name/Company Name]
[Customer Service Department]