

Date: [Insert Date]

Subject: FINAL NOTICE: Impending Closure of Dormant Account - [Insert Account Number]

Dear [Insert Customer Name],

Our records indicate that your account has been inactive for a period of [Insert Duration]. We previously contacted you regarding this status, but we have not received a response or seen any activity on the account.

This is a formal notification that unless action is taken, your account will be closed on [Insert Deadline Date] due to prolonged dormancy.

To keep your account active, please perform one of the following actions before the deadline:

- Log in to your online banking portal.
- Make a deposit or withdrawal of any amount.
- Contact our customer support team at [Insert Phone Number].
- Visit a local branch with valid identification.

If we do not hear from you by [Insert Deadline Date], we will proceed with the closure of the account. Any remaining balance will be [Insert Process, e.g., sent via check to your registered address / transferred to the state as unclaimed property] after deducting applicable administrative fees.

If you have already taken steps to reactivate your account, please disregard this notice.

Sincerely,

[Insert Name/Department]
[Insert Company Name]