

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

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

Subject: Notice of Impending Account Dormancy

Dear [Customer Name],

We are writing to inform you that our records show there has been no financial activity on your savings account listed below for a period of [Number] months.

Account Number: [Account Number (Partial)]

Under our bank policy, accounts with no customer-initiated transactions for [Number] months are classified as "Dormant." Your account is scheduled to be marked as dormant on [Date].

Once an account becomes dormant:

- Automated transactions may be restricted.
- You may be charged a monthly dormancy fee of [Amount].
- To reactivate the account later, you may be required to visit a branch in person with valid identification.

How to keep your account active:

To prevent this status change, please perform at least one of the following actions before [Date]:

- Make a deposit or withdrawal at any ATM or branch.
- Transfer funds via online or mobile banking.
- Contact us at [Phone Number] to confirm your intent to keep the account open.

If you no longer require this account, please visit your local branch or contact us to assist you with the formal closing process.

Thank you for choosing [Bank Name].

Sincerely,

[Sender Name/Department]
[Bank Name]