

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

**Subject: Status Update Regarding Your Dormant Checking Account**

Dear [Customer Name],

We are writing to inform you that your checking account ending in [Last 4 Digits of Account Number] has been classified as "Dormant" due to a lack of activity over the past [Number] months.

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

- Make a deposit or withdrawal at any branch location.
- Perform a transfer or transaction through our online banking portal.
- Contact our customer service department to confirm your intent to keep the account open.

If we do not hear from you or see activity by the date mentioned above, we may be required by law to remit the funds to the [State Name] Department of Unclaimed Property.

If you have already performed a transaction recently, please disregard this notice. For any questions, please contact us at [Phone Number] or visit our website at [Website URL].

Sincerely,

[Bank Representative Name]

[Bank Name]

[Department Name]