

[Company Name]
[Department Name]
[Address Line 1]
[Address Line 2]

[Date]

[Customer Name]
[Customer Address Line 1]
[Customer Address Line 2]

Subject: Notice of Impending Dormant Account Status

Dear [Customer Name],

We are writing to inform you that our records indicate there has been no activity on your account (Account Number: [Account Number]) for a period of [Number] months.

According to our policy, an account is classified as "Dormant" if it remains inactive for [Time Period]. Your account is currently at risk of being moved to this status on [Date].

What happens when an account becomes dormant?

- Access to certain online features may be restricted.
- You may incur a monthly dormancy fee of [Amount].
- For your protection, outgoing transactions may be temporarily blocked.

How to keep your account active:

To prevent your account from becoming dormant, please perform one of the following actions before [Deadline Date]:

- Log in to your online portal.
- Make a small deposit or withdrawal.
- Contact our customer support team to confirm your intent to keep the account open.

If we do not hear from you or see activity by [Date], we will proceed with changing your account status to dormant.

If you have already closed this account or believe this notice is an error, please contact us immediately at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Sender Name]
[Title/Position]
[Company Name]