

Notification of Dormant Account Closure

Date: [Insert Date]

Dear [Account Holder's Name],

We hope this message finds you well. We are writing to inform you that your account number [Account Number] has been classified as dormant due to a lack of activity over the past [Specify Duration].

As per our policy, dormant accounts may be subject to closure. To avoid this action, we kindly ask you to conduct a transaction or re-engage with your account within the next 30 days.

If you have any questions or need assistance, please do not hesitate to contact us at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Company Phone Number]