

Account Status Update

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you about the status of your account with [Company Name]. Our records indicate that there has been no activity on your account since [Last Activity Date].

If you wish to keep your account active, we kindly ask that you log in and perform a transaction by [Deadline Date]. If we do not receive any activity by this date, your account may be marked as inactive.

Please feel free to reach out to our customer service team at [Customer Service Phone Number] or [Customer Service Email] if you have any questions or require assistance.

Thank you for choosing [Company Name]. We value your business and hope to hear from you soon.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]