

# Account Dormancy Notice

Date: [Insert Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

We are writing to inform you that your account (Account Number: [Insert Account Number]) has been marked as dormant due to inactivity for a period of [Insert Duration, e.g., 12 months]. As per our policy, accounts that remain inactive for an extended duration may be subject to specific actions.

Please note that you can reactivate your account by making a transaction or contacting our customer service at [Insert Contact Information]. If we do not hear from you within [Insert Duration, e.g., 30 days], we may proceed with additional procedures as outlined in our terms and conditions.

We value you as our customer and hope to maintain our relationship.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Company Contact Information]