

# Safe Deposit Box Renewal Cancellation Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to formally notify you that I wish to cancel the renewal of my safe deposit box, account number [Insert Account Number], which is due for renewal on [Insert Renewal Date].

Please consider this letter as my official request for cancellation, and confirm the cancellation process at your earliest convenience. I would appreciate any information regarding the final steps I need to take.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]