

Safe Deposit Box Renewal Payment Notice

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. This notice is to remind you that the renewal payment for your safe deposit box [Box Number] at [Bank/Institution Name] is due on [Due Date].

The annual rental fee for your safe deposit box is [Amount]. Please ensure that the payment is made by the due date to avoid any late fees or interruptions in your service.

You can make your payment through the following methods:

- Online Banking: [Insert Link]
- By Mail: [Insert Address]
- In-Person: [Insert Branch Address]

If you have any questions concerning your renewal payment or your safe deposit box, please do not hesitate to contact us at [Customer Service Number] or [Customer Service Email].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Bank/Institution Name]

[Contact Information]