

Safe Deposit Box Renewal Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To: [Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to formally request the renewal of my safe deposit box lease at your branch. My safe deposit box number is [Insert Box Number], and I would like to ensure that it remains active for another term.

Please let me know if there are any forms or fees required for the renewal process. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Name]