

Safe Deposit Box Renewal Terms and Conditions

Date: [Insert Date]

Dear [Customer's Name],

We are writing to inform you of the renewal terms and conditions for your safe deposit box number [Insert Box Number] at [Bank Name]. Your current rental period will expire on [Insert Expiration Date].

Renewal Terms:

- The renewal period will be for [Insert Duration] from the expiration date.
- The annual rental fee for the safe deposit box is [Insert Fee].
- Payment must be made by [Insert Payment Deadline] to avoid any penalties.
- Access to your safe deposit box will remain unchanged during the renewal period.

Renewal Conditions:

- All rental fees must be current and up to date.
- Failure to renew may result in the box being cleared out and its contents disposed of in accordance with bank policies.
- Any changes to ownership or access must be notified to the bank in writing.

If you wish to renew your safe deposit box, please sign and return the enclosed form along with the payment by the specified deadline.

Thank you for your continued trust in [Bank Name]. If you have any questions, feel free to contact us at [Insert Contact Information].

Sincerely,

[Your Name]
[Your Position]
[Bank Name]