

# Safe Deposit Box Renewal Upgrade Application

Date: [Insert Date]

To,

Branch Manager,  
[Bank Name]  
[Branch Address]  
[City, State, Zip Code]

Subject: Application for Renewal and Upgrade of Safe Deposit Box

Dear [Branch Manager's Name],

I hope this letter finds you well. I am writing to formally request the renewal and upgrade of my safe deposit box, which is currently registered under my name, [Your Name], with the box number [Box Number].

Given the increasing importance of safeguarding my valuables, I would like to upgrade to a larger box size, if available, and extend the rental period for another year.

Please find attached the necessary documentation, including my identification and the completed application form for the upgrade and renewal process.

I look forward to your prompt assistance in this matter. Should you require any additional information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention and support.

Sincerely,

[Your Name]  
[Your Address]  
[City, State, Zip Code]