

# Notification of Account Status Change

Date: [Insert Date]

Dear [Account Holder's Name],

We hope this message finds you well. We are writing to inform you that your account ([Account Number]) with us has been marked as inactive due to no activity over the past [Insert Time Period].

As per our policy, accounts that remain inactive for an extended period are subject to a change in status. Effective [Insert Effective Date], your account will be transitioned to a dormant status.

If you would like to prevent this change and keep your account active, please log in to your account or contact us at [Insert Contact Information] by [Insert Deadline Date].

We appreciate your attention to this matter and look forward to serving you.

Sincerely,

[Your Company Name]

[Your Company Contact Information]