

Notification of Dormant Account Procedures

Date: [Insert Date]

Account Holder: [Insert Account Holder's Name]

Account Number: [Insert Account Number]

Address: [Insert Account Holder's Address]

Dear [Account Holder's Name],

We are writing to inform you that your account with us has been identified as dormant due to inactivity for [insert duration]. In compliance with our policy and regulatory requirements, we are initiating procedures to manage dormant accounts.

Please be advised that if you wish to keep your account active, we kindly request you to conduct at least one transaction within the next 30 days. Failure to do so may result in your account being classified as dormant, which could lead to restrictions on access and potential account closure.

If you have any questions or require further assistance, please do not hesitate to contact our customer service team at [Insert Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]