

Termination Notice for Dormant Account

Date: [Insert Date]

Dear [Account Holder's Name],

We hope this message finds you well. We are writing to inform you that your account with us, **[Account Number]**, has been identified as dormant due to inactivity for the past [Insert Duration].

According to our policy, if no transactions or activity occur within [Insert Inactivity Duration], your account may be terminated in order to maintain our database efficiency.

To prevent the termination of your account, we encourage you to log in and perform any transaction by [Insert Deadline Date]. If you need assistance, please feel free to reach out to our customer support team.

Thank you for your attention to this matter.

Sincerely,
[Your Company Name]
[Contact Information]