

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Dormant Letter

Dear :

It has come to our attention that there has been no activity regarding your account for 5 months. Our policy states that an account that has been inactive for any time over 6 months must be either used or closed by the user. If one of these actions is not taken, we will begin to charge a \$10.00 dormant fee for each month that the account is inactive.

Please contact us as soon as possible regarding the account. Thank you for your assistance in this matter.

Sincerely,

N A M E