

22nd June, 2016

Title, Name and Surname  
Company Name  
Address line 1  
Address line 2

Insert Department  
here... e.g  
Corporate and  
Investment Banking

Dear Sir/Madam

RE: ACCOUNT NUMBER 123456

We wish to advise that the above-referenced account has been rendered dormant, since you have not carried out any transactions in the past twenty-four (24) months.

Should you wish to re-activate the account, kindly revert with written instructions to your domicile branch or any other branch of the Bank within the next THIRTY (30) DAYS. We also encourage you to keep your account active through continuous transactions to avoid any inconveniences that may result from closure after extended dormancy.

We thank you for your co-operation in this regard and ask that you do not hesitate to contact us for further clarification.

Thank you for choosing Stanbic Bank Kenya as your preferred financial service provider.

Yours faithfully,

Eric Ngeera

Branch Manager, Digo Road Branch

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