

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Notice of Account Termination and Transition

Dear [Client Name],

We are writing to formally inform you that [Current Bank Name] has been acquired by [Acquiring Bank Name]. As a result of this buyout, your current account(s) listed below will be closed effective [Termination Date].

Affected Account(s): [Account Number(s)]

To ensure a smooth transition, please take note of the following actions:

- **Account Migration:** Your balance and records will be automatically transferred to [Acquiring Bank Name] on [Transfer Date].
- **New Credentials:** You will receive a separate welcome package from [Acquiring Bank Name] containing your new account numbers, debit cards, and login instructions.
- **Outstanding Transactions:** Please ensure all pending checks and automated payments are cleared before [Termination Date] to avoid service interruptions.

After [Termination Date], your current [Current Bank Name] cards and checks will no longer be active. We recommend destroying any physical banking materials associated with your old account once the transition is complete.

If you have any questions regarding this transition, please contact our transition support team at [Phone Number] or visit [Website URL].

Thank you for your continued trust and for banking with us.

Sincerely,

[Authorized Signature]

[Printed Name]

[Title]

[Current Bank Name]