

[Company Name]  
[Department Name]  
[Company Address]  
[City, State, Zip Code]

[Date]

[Customer Name]  
[Customer Address]  
[City, State, Zip Code]

**Subject: Notification of Account Status Upgrade and Required Conversion**

Dear [Customer Name],

We are pleased to inform you that based on your recent account activity and eligibility criteria, your account [Account Number] is eligible for an upgrade to [New Account Tier/Type] status.

This upgrade provides you with enhanced features, including:

- [Benefit 1]
- [Benefit 2]
- [Benefit 3]

To finalize this transition, a formal account conversion is required. Please note the following details regarding the conversion process:

**Action Required:** [Insert Action, e.g., Sign attached form / Visit online portal / Provide updated identification]

**Deadline:** [Insert Date]

**Effective Date of Upgrade:** [Insert Date]

Please be advised that upon conversion, certain terms and conditions of your account may change. Specifically, [Mention changes to fees, interest rates, or terms if applicable].

If you have any questions regarding this upgrade or the conversion requirements, please contact our support team at [Phone Number] or [Email Address].

Thank you for your continued partnership.

Sincerely,

[Sender Name]  
[Sender Title]