

[Date]

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

Subject: Notification of Account Conversion and Debit Card Issuance

Dear [Customer Name],

We are writing to inform you that your existing account (Account Number ending in [Last 4 Digits]) has been successfully converted to a [New Account Type Name], effective [Effective Date].

As part of this account upgrade, we have issued a new [Bank Name] Debit Card to replace your previous card. Your new card is enclosed with this letter.

Important Information Regarding Your New Card:

- **Activation:** Please activate your card immediately by calling [Phone Number] or using our mobile app.
- **PIN Selection:** You can set your new PIN during the activation process.
- **Existing Card:** Your old card will be deactivated on [Deactivation Date]. Please destroy your old card once you have activated the new one.
- **Automatic Payments:** If you have recurring payments linked to your old card number, please update them with your new card details to avoid service interruptions.

This conversion offers you enhanced features, including [Feature 1] and [Feature 2]. Your account number and routing number remain the same.

If you have any questions regarding this change, please visit your local branch or contact our customer service team at [Customer Service Phone Number].

Thank you for choosing [Bank Name].

Sincerely,

[Sender Name/Department]
[Bank Name]