

[Date]

[Customer Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

**Subject: FINAL REMINDER: Mandatory Conversion of Minor Account to Major Account**

Dear [Customer Name],

Our records indicate that you have reached the age of [18/21], the legal age of majority. We have previously sent notifications regarding the requirement to convert your minor account (Account Number: [Account Number]) into a regular adult account.

This is a **final reminder** that your account must be updated by [Deadline Date]. Failure to complete this conversion will result in the following actions on your account:

- Temporary suspension of online banking access.
- Restriction of withdrawal and debit card privileges.
- Deactivation of checkbook facilities.

To ensure uninterrupted service, please visit your nearest branch with the following documents:

- A valid government-issued photo ID.
- Proof of address (utility bill or bank statement).
- Your existing passbook or debit card.

If you have already submitted these documents or completed the conversion process, please disregard this notice.

Should you have any questions, please contact our customer service department at [Phone Number] or visit our website at [Website URL].

Sincerely,

[Name of Bank/Institution]

[Department Name]

[Contact Information]