

[Current Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Notice of Account Conversion and Updated Terms and Conditions

Dear [Customer Name],

We are writing to inform you that your [Old Account Type] has been successfully converted to a [New Account Type], effective as of [Effective Date].

This conversion is part of our effort to provide you with enhanced features and better service. As a result of this change, your account is now subject to updated Terms and Conditions. We encourage you to review these changes carefully.

Key updates include:

- [Update 1: e.g., Changes to interest rates]
- [Update 2: e.g., New fee structure]
- [Update 3: e.g., Revised transaction limits]

You can view the full version of the updated Terms and Conditions by visiting [Website URL] or by requesting a physical copy at any of our branches.

Please note that by continuing to use your account after [Effective Date], you agree to be bound by these new terms. No further action is required from your side to complete this transition.

If you have any questions or wish to discuss other account options, please contact our customer service team at [Phone Number] or [Email Address].

Thank you for choosing [Company Name].

Sincerely,

[Sender Name]

[Title]

[Company Name]