

[Company Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Phone Number]

[Date]

[Customer Name]
[Customer Address Line 1]
[Customer Address Line 2]
[City, State, Zip Code]

Subject: Confirmation of Interest Rate Reduction - Account Number: [Account Number]

Dear [Customer Name],

This letter serves as formal confirmation that the annual interest rate for your [Type of Account, e.g., Credit Card/Loan] has been reduced.

Following our recent [discussion/review], we have approved a lower interest rate to assist you with your financial management. Please find the updated details of your account below:

- **Previous Interest Rate:** [Old Percentage]%
- **New Interest Rate:** [New Percentage]%
- **Effective Date:** [Date]

The new rate will be applied automatically to your outstanding balance from the effective date mentioned above. You will see this change reflected on your next billing statement.

Please note that all other terms and conditions of your account agreement remain in full force and effect. We recommend that you keep a copy of this letter for your records.

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

Thank you for your continued business.

Sincerely,

[Name of Representative]
[Title]
[Department Name]