

[Date]

[Customer Name]

[Address]

[City, State, Zip Code]

Subject: Important Update Regarding Your [Account Name] Account

Dear [Customer Name],

We are writing to inform you of an upcoming change to the minimum balance requirements for your [Account Name] ending in [Last 4 Digits of Account Number].

Starting on [Effective Date], the minimum daily balance required to waive the monthly service fee will change as follows:

- Current Minimum Balance: \$[Current Amount]
- New Minimum Balance: \$[New Amount]

If your account balance falls below \$[New Amount] on any day during the statement cycle, a monthly service fee of \$[Fee Amount] will be applied to your account.

To avoid these fees, please ensure your balance remains above the new requirement or consider our other account options that may better suit your needs. You can view your current balance and manage your account at any time through our online banking portal or mobile app.

If you have any questions regarding this change, please call us at [Phone Number] or visit your local branch.

Thank you for choosing [Bank Name].

Sincerely,

[Sender Name/Department]

[Bank Name]