

[Date]

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

Subject: Important Update Regarding Your Account [Account Number]

Dear [Customer Name],

We are writing to inform you of a change to our fee schedule regarding your [Account Type] account.

Starting on [Effective Date], a monthly maintenance fee of \$[Amount] will be applied to this account. This fee allows us to continue providing secure banking services, digital platform enhancements, and dedicated customer support.

How to waive this fee:

You can avoid this monthly charge by meeting any one of the following criteria during each statement cycle:

- Maintain a minimum daily balance of \$[Amount].
- Receive total direct deposits of \$[Amount] or more.
- [Additional Requirement, e.g., [Link to a qualifying savings account](#)].

This fee will first appear on your statement dated [First Statement Date]. No action is required if you plan to maintain the requirements listed above. If you would like to explore other account options that may better suit your needs, please visit our website or contact your local branch.

Thank you for choosing [Bank/Company Name]. We appreciate your continued business.

Sincerely,

[Sender Name/Department]
[Bank/Company Name]
[Contact Phone Number]