

[Current Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Important Update Regarding Your Wire Transfer Terms

Dear [Customer Name],

We are writing to inform you of upcoming changes to the wire transfer limits and service fees associated with your account [Account Number Ending in XXXX]. These changes will be effective as of [Effective Date].

New Wire Transfer Limits:

- Daily Outgoing Limit: [New Amount]
- Monthly Outgoing Limit: [New Amount]

Updated Fee Schedule:

- Domestic Outgoing Wire Fee: [New Fee Amount]
- International Outgoing Wire Fee: [New Fee Amount]
- Incoming Wire Fee: [New Fee Amount]

These adjustments allow us to continue providing secure and efficient payment processing services while maintaining compliance with current regulatory standards.

No action is required on your part if you accept these terms. If you have questions or wish to request a limit increase based on your business needs, please contact your account manager or visit our nearest branch.

Thank you for choosing [Financial Institution Name].

Sincerely,

[Sender Name]

[Title/Department]

[Financial Institution Name]