

[Bank Name]  
[Street Address]  
[City, State, Zip Code]  
[Date]

**RE: Notice of Changes to Overdraft Protection Fees**

Dear [Customer Name],

We are writing to inform you of upcoming changes to the fee schedule regarding your Overdraft Protection service. These changes will take effect on [Effective Date].

Please review the updated fee structure below:

- **Current Overdraft Fee:** \$[Amount] per item
- **New Overdraft Fee:** \$[Amount] per item
- **Daily Maximum Fee Limit:** [Amount/No Change]
- **Overdraft Protection Transfer Fee:** \$[Amount] per transfer

The goal of these updates is to ensure we continue providing high-quality financial services. If you have any questions regarding these changes or wish to discuss alternative account options, please contact us at [Phone Number] or visit your local branch.

If you wish to opt-out or change your overdraft preferences, you may do so at any time via [Online Banking Link/In-Person/Phone].

Thank you for choosing [Bank Name].

Sincerely,

[Name/Department]  
[Bank Name]