

[Company Name]
[Company Address]
[City, State, Zip Code]
[Date]

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

RE: Notice of Changes to Your Loan Agreement Regarding Truth in Lending Act (TILA) Updates

Dear [Recipient Name],

We are writing to inform you of important updates regarding your [Loan/Credit Account Type] ending in [Last 4 Digits of Account Number]. This notice is being sent in accordance with the federal Truth in Lending Act (TILA) and recent regulatory changes.

What is changing?

Effective [Effective Date], the following terms of your agreement will be updated to reflect new federal requirements:

- [Description of Change 1: e.g., Adjustment to Annual Percentage Rate (APR) calculation]
- [Description of Change 2: e.g., Changes to late fee structures or disclosure formats]
- [Description of Change 3: e.g., Updates to billing error rights notifications]

Why is this happening?

These updates are mandatory due to recent amendments to Regulation Z, which implements the Truth in Lending Act. These changes are designed to provide greater transparency and protection for consumers regarding credit costs and terms.

How does this affect you?

[Select one: These changes are for informational purposes and require no action on your part / Please review the enclosed amended agreement for a full list of updated terms]. Your continued use of the account or maintenance of the loan after the effective date will constitute your acceptance of these updated terms.

If you have any questions regarding these regulatory updates, please contact our Customer Service Department at [Phone Number] or visit our website at [Website URL].

Thank you for being a valued customer.

Sincerely,

[Sender Name/Department Name]
[Company Name]