

Date: [Insert Date]

To: [Insert Recipient Name/Financial Institution]

Address: [Insert Address]

Attention: [Insert Department/Official Name]

Subject: Notification of Central Bank Interest Rate Mandate Change

Dear [Insert Name],

This letter serves as formal notification regarding the recent policy decision issued by the [Insert Central Bank Name] concerning the adjustment of benchmark interest rates.

Effective as of [Insert Effective Date], the Central Bank has mandated the following change(s):

- **Current Policy Rate:** [Insert Old Rate]%
- **New Mandated Rate:** [Insert New Rate]%
- **Direction of Change:** [Increase/Decrease] of [Insert Basis Points] basis points.

In accordance with this mandate, [Insert Company Name] will adjust its interest rate schedules for all applicable accounts and credit facilities. The following actions are being taken to ensure compliance:

1. [Insert Action Item, e.g., Adjustment of lending rates for variable products]
2. [Insert Action Item, e.g., Update of deposit rate offerings]
3. [Insert Action Item, e.g., Notification to individual account holders]

Please ensure that all internal systems and client communications are updated to reflect these changes by the effective date mentioned above. Failure to comply with this mandate may result in regulatory penalties as outlined in the [Insert Relevant Act/Law Name].

Should you require further clarification or technical documentation regarding this adjustment, please contact the [Insert Department Name] at [Insert Phone Number/Email].

Sincerely,

[Your Name]

[Your Title]

[Organization Name]