

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Assessment of Your Retail Banking Services - Account Number: [Account Number]

Dear [Customer Name],

At [Bank Name], we periodically review our customers' accounts to ensure that our banking services continue to meet your financial needs and align with our current service standards.

We have recently completed an assessment of your retail banking profile. Based on our review, we have identified the following details regarding your account(s):

- **Current Account Type:** [Account Type]
- **Account Status:** [Active/Inactive/Pending]
- **Recent Activity Level:** [Low/Medium/High]
- **Service Fee Structure:** [Details of current fees]

**Assessment Summary:**

[Insert summary of findings, e.g., recommendation for an upgrade, notification of upcoming fee changes, or confirmation that the account remains in good standing.]

**Next Steps:**

[Insert required actions, e.g., "No action is required at this time" or "Please visit your local branch to discuss new account options by (Date)."]

If you have any questions regarding this assessment or if you would like to explore alternative banking products that may better suit your requirements, please contact us at [Phone Number] or visit our website at [Website URL].

Thank you for choosing [Bank Name] for your financial services.

Sincerely,

[Sender Name]

[Title/Department]

[Bank Name]