

[Company Letterhead / Logo Area]

[Date]

[Recipient Name]

[Recipient Title]

[Client Company Name]

[Address Line 1]

[Address Line 2]

Subject: Announcement Regarding Corporate Banking Restructuring Initiatives

Dear [Recipient Name],

We are writing to formally inform you that [Bank Name] is currently undertaking a strategic restructuring of our Corporate Banking division. This initiative is designed to enhance our service delivery, streamline our internal processes, and better align our resources with the evolving needs of our corporate clients.

Key Changes

As part of this restructuring, the following updates may affect your account management:

- **Streamlined Operations:** We are integrating several back-office functions to ensure faster processing times for credit approvals and transactional services.
- **Specialized Relationship Teams:** We are transitioning to industry-specific coverage teams to provide deeper sector expertise and more tailored financial solutions.
- **Digital Enhancement:** Increased investment in our digital corporate platform to provide improved self-service capabilities and real-time reporting.

Impact on Your Relationship

While our internal structures are changing, our commitment to your business remains our top priority. Please note the following:

- Your existing accounts, facilities, and terms of service remain unchanged.
- [Option A: Your Relationship Manager will remain the same.] / [Option B: You will be assigned a new Relationship Manager, [Name], who will contact you shortly to introduce themselves.]
- There will be no immediate action required from your side regarding your current banking documentation.

We are confident that these changes will allow us to serve you more efficiently and support your long-term growth objectives. We will provide further updates as the implementation progresses.

Should you have any immediate questions, please do not hesitate to reach out to your Relationship Manager or contact our corporate support desk at [Phone Number/Email].

Thank you for your continued partnership.

Sincerely,

[Signature]

[Name of Executive]

[Title/Position]

[Bank Name]