

**To:** All Staff Members

**From:** [Management/Department Name]

**Date:** [Insert Date]

**Subject:** Internal Notification: Overdraft Fee Policy Adjustments

Dear Team,

This letter serves to formally notify all departments of upcoming adjustments to our organization's Overdraft Fee Policy. These changes are designed to align with current market trends and improve our overall service standards.

**Key Changes Include:**

- **Revised Fee Amount:** The standard overdraft fee will change from \$[Old Amount] to \$[New Amount] per occurrence.
- **Daily Limit:** The maximum number of overdraft fees charged per day has been adjusted to [Number].
- **De Minimis Threshold:** Accounts overdrawn by less than \$[Amount] will no longer incur a fee.
- **Grace Period:** Customers will now have [Number] hours to deposit funds before a fee is assessed.

**Implementation Timeline:**

These policy adjustments will officially take effect on [Effective Date]. All customer-facing materials and digital systems will be updated accordingly by this date.

**Staff Action Required:**

Please review the updated policy documentation attached to this email/available on the internal portal. Front-line staff should familiarize themselves with these changes to provide accurate information to our clients. Training sessions will be held on [Date] for those requiring further clarification.

Thank you for your cooperation in implementing these updates.

Best regards,

[Name/Signature]

[Title]

[Organization Name]