

[Financial Institution Name]
[Compliance Department]
[Street Address]
[City, State, Zip Code]

[Date]

[Recipient Name]
[Title/Regulatory Body Name]
[Street Address]
[City, State, Zip Code]

Subject: Notice of Regulatory Compliance and Overdraft Fee Restructuring

Dear [Name/Department],

This letter serves as formal notification that [Financial Institution Name] has completed a comprehensive review and restructuring of its overdraft fee policies. These changes have been implemented to ensure full alignment with recent regulatory guidance and consumer protection standards issued by [Name of Regulatory Body, e.g., the CFPB or OCC].

Effective [Effective Date], the following adjustments have been made to our fee schedule and processing systems:

- **Fee Reduction/Elimination:** The standard overdraft fee has been adjusted from \$[Old Amount] to \$[New Amount].
- **Daily Limits:** A maximum cap of [Number] overdraft fees per single business day has been established.
- **De Minimis Threshold:** Accounts will not incur a fee for overdrawing by an amount less than \$[Amount].
- **Elimination of Non-Sufficient Funds (NSF) Fees:** Fees for returned items on representations have been discontinued.
- **Grace Periods:** Customers are now provided a [Number]-hour window to deposit funds and avoid fees.

Our internal compliance audit team has verified that all automated clearing house (ACH) processing sequences and point-of-sale (POS) transaction protocols have been updated to reflect these changes. Furthermore, our updated "Terms and Conditions" and "Electronic Fund Transfer Act (Regulation E)" disclosure forms have been distributed to all active account holders.

Supporting documentation regarding these system updates and consumer notifications is available upon request. Please direct any inquiries regarding this restructuring to the Compliance Office at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Signing Officer]

[Title]

[Financial Institution Name]