

[Bank Name]  
[Branch Address]  
[City, State, Zip Code]  
[Date]

[Customer Name]  
[Customer Address]  
[City, State, Zip Code]

**Subject: Advisory Regarding Your [Account Type] - [Account Number]**

Dear [Customer Name],

We are writing to provide you with important information regarding your retail banking account. As part of our commitment to your financial well-being, we regularly review account activity and market conditions to offer relevant guidance.

**Reason for Advisory:**

[Insert specific reason, e.g., Update on interest rates, Changes to fee structures, Security notification, or New regulatory requirements].

**Recommended Actions:**

- [Action Item 1]
- [Action Item 2]
- [Action Item 3]

Please note that these changes/updates will take effect on [Effective Date]. We encourage you to review your recent statements and ensure your contact information is up to date.

If you have any questions or would like to schedule a consultation with a Personal Banker, please call us at [Phone Number] or visit our website at [Website URL].

Thank you for choosing [Bank Name] for your banking needs.

Sincerely,

[Signature]  
[Name of Bank Representative]  
[Title/Department]