

[Bank Name]
[Department Name]
[Street Address]
[City, State, Zip Code]
[Date]

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

Subject: Exclusive Invitation to Private Banking Services

Dear [Client Name],

Because of your valued relationship with [Bank Name] and your significant financial achievements, we are pleased to formally invite you to upgrade your account to our Private Banking division.

This invitation grants you access to a bespoke level of financial management designed for our most distinguished clients. As a Private Banking member, you will benefit from:

- A dedicated Private Relationship Manager.
- Customized investment strategies and wealth management solutions.
- Preferential rates on lending and foreign exchange.
- Priority processing for all transactions.
- Exclusive access to global lifestyle rewards and private events.

Your transition to Private Banking is designed to be seamless. We would like to schedule a private consultation to discuss how our specialized services can align with your long-term financial objectives.

Please contact your current branch or reply directly to this letter to arrange a meeting at your earliest convenience. Alternatively, you may reach our Private Banking concierge at [Phone Number] or [Email Address].

We look forward to elevating your banking experience.

Sincerely,

[Signature]
[Name of Executive]
[Title/Position]
[Bank Name]