

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Important Updates to Your Account Terms and Conditions

Dear [Customer Name],

We are writing to inform you of upcoming changes to the Terms and Conditions governing your [Type of Account, e.g., Savings/Business] account (Account Number ending in [Last 4 Digits]).

At [Company Name], we periodically review our agreements to ensure they remain compliant with current regulations and reflect the services we provide. The primary amendments include:

- **[Amendment 1]:** [Brief description of change, e.g., Change in late payment fees].
- **[Amendment 2]:** [Brief description of change, e.g., Updated dispute resolution process].
- **[Amendment 3]:** [Brief description of change, e.g., Revised interest rate calculation].

These changes will officially take effect on **[Effective Date]**. By continuing to use your account after this date, you agree to be bound by the updated terms.

You can view the full version of the revised Terms and Conditions by visiting our website at [Website URL] or by requesting a physical copy at any of our branches.

If you do not agree with these amendments, you have the right to close your account without penalty before [Date] by contacting us at [Phone Number] or [Email Address].

Thank you for choosing [Company Name]. We appreciate your continued business.

Sincerely,

[Sender Name]

[Title]

[Company Name]