

[Date]

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

Subject: Important Update Regarding Your [Account Type] Account

Dear [Customer Name],

We are writing to inform you of an upcoming change to the minimum balance requirements for your [Account Name] ending in [Last 4 Digits of Account Number].

Effective [Date of Change], the minimum daily balance required to waive the monthly service fee will change from \$[Old Balance Amount] to \$[New Balance Amount].

**What this means for you:**

- If your daily balance stays at or above \$[New Balance Amount], your account will remain fee-free.
- If your daily balance falls below \$[New Balance Amount] at any point during the statement cycle, a monthly service fee of \$[Fee Amount] will be applied.

We value your business and want to help you manage your finances effectively. If you have any questions regarding this change or wish to explore other account options that may better suit your needs, please visit your local branch or call our customer service team at [Phone Number].

Thank you for banking with [Bank Name].

Sincerely,

[Sender Name/Department]  
[Bank Name]