

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Important Updates to Your Online Banking Service Agreement

Dear [Customer Name],

We are writing to inform you of upcoming changes to our Online Banking Service Agreement. At [Bank Name], we periodically update our terms to reflect new features, security enhancements, and regulatory requirements.

Summary of Changes:

- [Description of Change 1, e.g., Updated transfer limits]
- [Description of Change 2, e.g., New security authentication procedures]
- [Description of Change 3, e.g., Revised dispute resolution process]

These modifications will take effect on [Effective Date]. By continuing to use our online banking services after this date, you agree to the updated terms.

You can review the full version of the revised agreement by visiting our website at [URL] or by logging into your online banking portal and navigating to the "Legal" section.

If you do not agree with these changes, you have the right to close your account or discontinue your online banking services before the effective date without penalty.

If you have any questions regarding these updates, please contact our customer service team at [Phone Number] or visit your local branch.

Thank you for choosing [Bank Name].

Sincerely,

[Sender Name/Department]

[Bank Name]