

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

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

RE: Notice of Modification to ATM Withdrawal Fee Schedule

Dear [Customer Name],

We are writing to inform you of upcoming changes to the fee schedule associated with your [Account Type, e.g., Savings/Checking] account ending in [Last 4 Digits of Account].

Effective [Effective Date], the fee for ATM withdrawals will be modified as follows:

- **Current Fee:** \$[Amount] per withdrawal
- **New Fee:** \$[Amount] per withdrawal

This adjustment applies to [specify if it applies to all ATMs or only out-of-network ATMs]. All other account terms and conditions remain unchanged at this time.

We value your business and encourage you to review our network of surcharge-free ATMs located at [Link to Website/App] to minimize your transaction costs.

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

Sincerely,

[Sender Name/Signature]
[Title/Position]
[Your Institution Name]