

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Important Update Regarding Your Account Minimum Balance Requirements

Dear **[Customer Name]**,

We are writing to inform you of upcoming changes to the fee schedule regarding the minimum balance requirements for your **[Account Type]** ending in **[Last 4 Digits of Account Number]**.

Effective **[Effective Date]**, the following modifications will apply:

- **Current Minimum Balance:** \$[Current Amount]
- **New Minimum Balance:** \$[New Amount]
- **Monthly Maintenance Fee:** \$[Fee Amount] (if the balance falls below the new requirement)

To avoid the monthly maintenance fee, please ensure that your account maintains the new minimum average daily balance starting on the effective date mentioned above.

We value your business and are committed to providing you with the best banking services. If you have any questions regarding these changes or would like to explore other account options that may better suit your needs, please visit our nearest branch or call us at **[Phone Number]**.

Thank you for choosing **[Financial Institution Name]**.

Sincerely,

[Bank Representative Name/Department]

[Financial Institution Name]