

[Company/Bank Name]
[Address Line 1]
[City, State, Zip Code]
[Date]

[Customer Name]
[Address Line 1]
[City, State, Zip Code]

Subject: Notice of Change to Wire Transfer Fee Schedule

Dear [Customer Name],

We are writing to inform you of upcoming changes to our fee schedule regarding wire transfer services. These adjustments will take effect on [Effective Date].

The updated fees are outlined below:

- **Domestic Outgoing Wire:** [New Fee Amount] (Previously [Old Fee Amount])
- **Domestic Incoming Wire:** [New Fee Amount] (Previously [Old Fee Amount])
- **International Outgoing Wire:** [New Fee Amount] (Previously [Old Fee Amount])
- **International Incoming Wire:** [New Fee Amount] (Previously [Old Fee Amount])

These changes are necessary to account for rising operational costs and to ensure the continued security and speed of our global payment network. All other terms and conditions governing your account remain unchanged.

By continuing to use our wire transfer services after [Effective Date], you agree to the modified fee schedule. If you have any questions or require a full copy of our updated terms, please visit our website at [Website URL] or contact your account representative at [Phone Number].

Thank you for your continued business.

Sincerely,

[Sender Name]
[Title]
[Company Name]