

[Bank Name]
[Department Name]
[Bank Address]
[City, State, Zip Code]

[Date]

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

Subject: Notification of Change in Overdraft Facility Interest Rate

Dear [Customer Name],

Account Number: [Account Number]

We are writing to inform you of a change to the interest rate applicable to your overdraft facility. This change is being made due to [Reason for change, e.g., changes in the central bank base rate/market conditions].

The current interest rate on your overdraft facility is [Current Rate]%. Effective from [Effective Date], the new interest rate will be [New Rate]%.

Please note that this new rate will apply to any overdrawn balance on your account from the effective date mentioned above. All other terms and conditions of your account and overdraft agreement remain unchanged.

If you have any questions regarding this adjustment or wish to discuss your repayment options, please contact your relationship manager or call our customer service team at [Phone Number].

Thank you for banking with [Bank Name].

Sincerely,

[Signature]

[Name of Sender]
[Title/Position]