

Date: [Insert Date]

Subject: Guidelines for PIN Change and Customization

Dear [Customer Name],

To ensure the security of your account, please follow these guidelines when changing or customizing your Personal Identification Number (PIN):

- **Choose a Unique Number:** Avoid using easily guessable sequences such as "1234" or "0000".
- **Avoid Personal Data:** Do not use your birth date, phone number, or anniversary as your PIN.
- **Keep it Confidential:** Never share your PIN with anyone, including staff members or via email/SMS.
- **Change Regularly:** We recommend updating your PIN every 90 days to maintain high security.
- **Memorize Your PIN:** Avoid writing your PIN down or storing it in your mobile device.

#### **How to change your PIN:**

1. Log in to your account through our official portal or mobile app.
2. Navigate to the "Security Settings" or "Card Management" section.
3. Select the option "Change PIN".
4. Follow the on-screen prompts to verify your identity and set your new code.

If you suspect that your PIN has been compromised, please contact our customer support immediately at [Phone Number].

Sincerely,

[Your Name/Company Name]  
[Department Name]