

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

[Date]

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

Subject: Important Updates to Your Linked Account Overdraft Sweep Terms

Dear [Customer Name],

We are writing to inform you of upcoming changes to the terms and conditions governing your Linked Account Overdraft Sweep service. This service automatically transfers funds from your designated secondary account to your primary checking account to cover overdrafts.

The following changes will take effect on [Effective Date]:

- **Transfer Fees:** [Detail change, e.g., The fee per daily transfer will change from \$X to \$Y / The transfer fee is being eliminated].
- **Minimum Transfer Amounts:** [Detail change, e.g., Transfers will now occur in increments of \$X].
- **Order of Posting:** [Detail change, e.g., We have updated the sequence in which transactions are processed against your balance].
- **Secondary Account Limits:** [Detail change regarding transaction limits or restricted account types].

Please review the enclosed [Document Name/Updated Terms] for a complete description of these changes. Continued use of your account after [Effective Date] constitutes acceptance of these new terms.

If you have questions or wish to modify your overdraft protection preferences, please visit your local branch, log in to your online banking portal, or call us at [Phone Number].

Thank you for choosing [Bank Name].

Sincerely,

[Name/Department]
[Bank Name]