

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

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

Subject: Important Update Regarding Your Student Account [Account Number Ending in XXXX]

Dear [Student Name],

We are writing to inform you that according to our records, your eligibility for the Fee-Free Student Account is set to expire on [Expiry Date].

As you transition out of your student status, we want to ensure you continue to have access to the best banking tools for your next chapter. Therefore, on [Effective Date], your account will be automatically upgraded to our [New Account Type Name].

### **What is changing?**

- **Monthly Fees:** A monthly maintenance fee of \$[Amount] will apply unless [Requirement to waive fee, e.g., a minimum balance of \$X] is met.
- **New Features:** You will now have access to [List 1-2 new benefits, e.g., higher interest rates or rewards].
- **Account Number:** Your account number and debit card will remain the same.

### **Are you still a student?**

If you are continuing your studies (e.g., graduate school), you may still be eligible for fee-free banking. To extend your student status, please visit your local branch or upload proof of enrollment through our mobile app by [Deadline Date].

If you have any questions or would like to discuss other account options that may better suit your needs, please call us at [Phone Number] or visit [Website].

Thank you for banking with [Bank Name].

Sincerely,

[Sender Name/Department]  
[Bank Name]