

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Upgrade Your Student Checking Account

Dear [Customer Name],

Congratulations on your recent graduation! We are proud of your achievement and want to help you transition into the next stage of your financial journey.

As you are no longer enrolled as a student, your Student Checking account is eligible for an upgrade to a standard personal checking account. Our [New Account Name] offers features designed for your professional life, including:

- [Feature 1: e.g., No monthly maintenance fees with direct deposit]
- [Feature 2: e.g., Extensive ATM network access]
- [Feature 3: e.g., Enhanced mobile banking tools]

**What you need to do:**

To ensure a smooth transition and avoid any changes in service, please visit your local branch or log in to your online banking portal by [Deadline Date] to confirm your status and select your new account type.

If we do not hear from you by [Deadline Date], your account will automatically be converted to a [Default Account Name] on [Effective Date]. Please review the enclosed fee schedule for details regarding this account type.

Thank you for choosing [Bank Name]. We look forward to supporting your future success.

Sincerely,

[Your Name/Department]

[Bank Name]

[Phone Number]

[Website URL]