

Date: [Insert Date]

[Customer Name]

[Business Name]

[Address]

[City, State, Zip Code]

Subject: Action Required: Pending Requirements for Business Checking Sign-Up Bonus

Dear [Customer Name],

Thank you for choosing [Bank Name] for your business banking needs. We are excited to help you grow your business and reach your financial goals.

We are writing to inform you that our records show your account is currently eligible for our [Bonus Amount] sign-up bonus; however, there are still pending requirements that must be met to receive the credit.

To qualify for the bonus, please ensure the following actions are completed by [Deadline Date]:

- [Requirement 1: e.g., Deposit a minimum of \$X in new funds]
- [Requirement 2: e.g., Maintain a balance of \$X for 60 days]
- [Requirement 3: e.g., Complete X qualifying electronic transactions]

Current Status:

- Requirement 1: [Completed / Pending]
- Requirement 2: [Completed / Pending]
- Requirement 3: [Completed / Pending]

Once these requirements are fully satisfied, the bonus will be deposited into your account within [Number] business days. Failure to meet these criteria by the deadline will result in the expiration of this offer.

If you have already completed these steps or have any questions regarding your account status, please contact your local branch or call our business support team at [Phone Number].

Sincerely,

[Employee Name/Department]

[Bank Name]