

[Date]

[Account Holder 1 Name]

[Account Holder 2 Name]

[Address Line 1]

[City, State, Zip Code]

Subject: Important Reminder: Complete your requirements to earn your [Amount] bonus

Dear [Account Holder 1] and [Account Holder 2],

Thank you for opening a joint [Account Type] account with [Bank Name]. We are writing to remind you that you are just a few steps away from qualifying for your \$[Amount] sign-up bonus.

To ensure the bonus is credited to your account, please complete the following remaining requirements by [Deadline Date]:

- [Requirement 1: e.g., Deposit a total of \$X,XXX in new funds]
- [Requirement 2: e.g., Complete X number of qualifying debit card transactions]
- [Requirement 3: e.g., Set up a recurring direct deposit]

Once these conditions are met and verified, your bonus will be deposited into your account within [Number] business days.

If you have already completed these steps, please disregard this letter. If you have any questions regarding your account or the bonus criteria, please visit your local branch or call us at [Phone Number].

Thank you for choosing [Bank Name].

Sincerely,

[Sender Name/Department]

[Bank Name]