

[Date]

[Customer Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Subject: NOTICE OF ACCOUNT CONVERSION

Dear [Customer Name],

We are writing to inform you of a change regarding your [Current Account Type, e.g., Savings] account ending in [Last 4 Digits].

Federal Regulation D establishes limits on the number of certain types of withdrawals and transfers that can be made from savings and money market accounts. Specifically, these accounts are limited to six (6) "convenient" transfers or withdrawals per monthly statement cycle. Our records indicate that you have exceeded this limit for the [Number] consecutive month.

As a result, your account will be converted to a [New Account Type, e.g., Basic Checking] account effective [Effective Date].

What this means for you:

- Your account number will [remain the same / change to a new number].
- Your current debit card [will / will not] remain active.
- Starting on the effective date, your account will be subject to the terms, conditions, and fee schedule of the [New Account Type].
- You will no longer be restricted by the Regulation D transfer limits.

Please review the enclosed Fee Schedule and Account Agreement for the new account type. No action is required on your part for this conversion to take place.

If you have any questions or wish to discuss other account options, please contact us at [Phone Number] or visit your local branch.

Thank you for banking with [Financial Institution Name].

Sincerely,

[Sender Name/Department]

[Financial Institution Name]