

Date: [Insert Date]

Subject: FINAL WARNING: Notice of Pending Account Conversion

Dear [Customer Name],

This is a formal notice regarding your account [Account Number]. Our records indicate that you have not met the necessary requirements to maintain your current account status, despite previous notifications sent on [Date of Previous Notice].

Please be advised that this is your **final warning**. If the required actions are not taken by [Deadline Date], your account will be automatically converted to a [New Account Type] account.

Conversion will result in the following changes:

- [Change 1: e.g., Higher monthly maintenance fees]
- [Change 2: e.g., Removal of premium features]
- [Change 3: e.g., Change in interest rates]

To prevent this conversion, you must complete the following by [Deadline Date]:

- [Required Action 1: e.g., Increase account balance to \$X]
- [Required Action 2: e.g., Submit missing documentation]

If you have already taken these steps, please disregard this letter. If you have questions or believe this notice was sent in error, please contact us immediately at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Department]
[Company Name]