

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Re: Notice of Imminent Account Reclassification - Account Number Ending in [XXXX]

Dear [Customer Name],

We are writing to notify you regarding recent activity on your savings deposit account. Our records indicate that you have exceeded the permitted number of convenient withdrawals or transfers during the current monthly statement cycle.

Under federal regulations and our account agreement, certain types of savings accounts are limited to six (6) restricted withdrawals or transfers per month. These include online transfers, telephone transfers, automated clearing house (ACH) payments, and wire transfers.

Required Action:

Please ensure that your future transaction activity remains within the established limits. If the number of transactions continues to exceed these limits, we are required to take one of the following actions:

- Reclassify your savings account to a transaction-based checking account.
- Close the account and transfer the remaining balance to a checking account or mail a check to your address on file.

Please note that reclassifying your account may result in a change to your interest rate and the application of different monthly service fees. This change will occur automatically if another violation occurs within the next [Number] months.

If you have questions regarding this notice or wish to discuss an alternative account type that better suits your banking needs, please contact us at [Phone Number] or visit your local branch.

Sincerely,

[Bank Representative Name]

[Department Name]

[Financial Institution Name]