

[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Re: Summary of Changes to Your Account - [Account Number]

Dear [Customer Name],

This letter provides a summary of the modifications made to your account terms, effective as of [Effective Date]. Please review these changes carefully as they affect your agreement with [Company Name].

Summary of Modified Terms:

- **Interest Rate:** Changed from [Old Rate]% to [New Rate]%.
- **Monthly Payment:** Your new minimum payment will be \$[Amount].
- **Late Fees:** The fee for late payments has been adjusted to \$[Amount].
- **Credit Limit:** Your new credit limit is \$[Amount].
- **[Other Term]:** [Description of change].

Why these changes occurred:

[Brief reason for modification, e.g., Periodic market adjustment / Upon your request / Account review].

All other terms and conditions of your original account agreement remain in full force and effect. If you have any questions regarding these modifications, please contact our customer service department at [Phone Number] or visit our website at [Website URL].

Thank you for your continued business.

Sincerely,

[Sender Name]
[Title]
[Company Name]