

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Confirmation of Account Modification

Dear [Customer Name],

We are writing to officially welcome you to your updated account. This letter confirms that the requested modifications to your account [Account Number] have been successfully processed and are now active.

**Summary of Changes:**

- Current Account Type/Plan: [New Plan Name]
- Effective Date: [Date]
- Key Benefit 1: [Benefit Details]
- Key Benefit 2: [Benefit Details]

Please review your updated account dashboard online to see the full details of your new terms and features. If you have any questions regarding these changes or notice any discrepancies, please contact our support team at [Phone Number] or [Email Address].

Thank you for your continued loyalty. We look forward to providing you with enhanced service under your new account structure.

Sincerely,

[Sender Name]

[Title]

[Company Name]