

[Date]

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

Subject: Important Notice Regarding the Merger of [Current Bank Name] and [Acquiring Bank Name]

Dear [Customer Name],

We are pleased to announce that [Current Bank Name] has officially merged with [Acquiring Bank Name]. This partnership allows us to provide you with expanded services, advanced technology, and more convenient locations.

What this means for you:

- **Account Status:** Your existing accounts remain safe and active. You can continue to use your current checks and debit cards until further notice.
- **Account Numbers:** In most cases, your account numbers will remain the same. If a change is required, we will notify you individually.
- **Online Banking:** You can continue to access your accounts via our current website. Detailed instructions regarding any updates to online login credentials will be sent to you by [Date].
- **Terms and Conditions:** Your existing terms, conditions, and fee schedules will remain in effect until [Date].

Key Dates:

The systems integration is scheduled to take place on [Integration Date]. During this weekend, some services may be temporarily unavailable. We encourage you to review the enclosed "Welcome Guide" for a full timeline of events.

Our commitment to your financial success remains our top priority. We thank you for your continued trust and look forward to serving you as [New Entity Name].

If you have any questions, please visit our FAQ page at [Website URL] or call us at [Phone Number].

Sincerely,

[Name/Signature]
[Title]
[Institution Name]