

Notification of Account Type Switch

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of my decision to switch my account type from [Current Account Type] to [New Account Type] with [Company Name]. This change is intended to better align with my financial goals and needs.

Please process this request at your earliest convenience and provide me with any necessary confirmation and documentation regarding the transition. If there are any fees associated with this account change, please let me know.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]