

Account Update Notification

Date: [Insert Date]

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you of some recent changes made to your account with us, effective immediately.

Account Changes:

- **Account Type:** [Insert New Account Type]
- **Account Number:** [Insert Account Number]
- **New Balance:** [Insert New Balance]
- **Updated Contact Information:** [Insert Updated Info]

If you have any questions or require further clarification regarding these changes, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your continued trust in us.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Company Contact Information]