

Important Account Merging Information

Dear [Customer Name],

We are writing to inform you about an important update regarding your account with [Company Name]. As part of our efforts to improve our services and streamline your experience, we will be merging your existing accounts.

Account Details

Your current account information is as follows:

- Account Name: [Current Account Name]
- Account Number: [Account Number]

Merged Account Information

After the merging process, your new account details will be:

- New Account Name: [New Account Name]
- Merged Account Number: [Merged Account Number]

Key Dates

The merging process will take place on [Merge Date]. Please ensure that you review your account details prior to this date.

What You Need to Do

No action is required on your part for the merging process. However, we encourage you to log in to your account after the merge to confirm that all information is correct.

Contact Us

If you have any questions or concerns regarding this process, please feel free to contact our customer service team at [Customer Service Number] or [Customer Service Email].

Thank you for being a valued customer!

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]