

Letter of Policy Revision for Credit Card Account Holder

Date: [Insert Date]

Dear [Cardholder's Name],

We hope this message finds you well. We are writing to inform you of important revisions to the terms and conditions of your credit card account with us.

These revisions include:

- Change in Annual Percentage Rate (APR)
- Updated fees for late payments
- Revised rewards program structure

We encourage you to review these changes thoroughly. The updated policy will take effect on [Effective Date]. For your convenience, a detailed summary of the revisions is enclosed with this letter.

If you have any questions or concerns, please do not hesitate to contact our customer service team at [Customer Service Phone Number] or visit our website at [Website URL].

Thank you for being a valued customer.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]