

[Your Bank's Name]

[Your Bank's Address]

[City, State, ZIP Code]

[Date]

[Customer's Name]

[Customer's Address]

[City, State, ZIP Code]

Dear [Customer's Name],

We are writing to inform you that your request for a new PIN for your credit card has been successfully processed. Your new PIN is [New PIN]. We recommend that you memorize this PIN and do not share it with anyone for your security.

If you did not request this PIN change, please contact us immediately at [Customer Service Phone Number].

Thank you for banking with us.

Sincerely,

[Your Name]

[Your Title]

[Your Bank's Name]