

[Your Bank's Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Bank/Organization Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Mode of Operation for Banking Procedures

Dear [Recipient Name],

We are writing to inform you about our updated mode of operation regarding banking procedures that will take effect from [start date]. This change aims to enhance efficiency and streamline our services for both clients and staff.

1. ****Account Opening****

- All account openings will now be processed via our online portal.

Required documents must be uploaded directly on the site.

2. ****Transaction Processing****

- ****Deposits:**** Cash deposits will be accepted at designated branches only during business hours. Electronic deposits can be made through the app 24/7.

- ****Withdrawals:**** Customers may withdraw funds at any ATM or branch.

Identification will be required for amounts exceeding [amount].

3. ****Customer Support****

- For assistance, clients can reach our dedicated support line at [Phone Number] or email us at [Email Address]. Support hours are [Hours].

4. ****Loan Applications****

- Loan applications will now be submitted online, with approvals issued within [X days]. Hardcopy submissions will no longer be accepted.

We appreciate your understanding as we implement these changes and remain committed to providing you with excellent service.

Sincerely,

[Your Name]

[Your Title]

[Your Bank's Name]

[Contact Information]

[Website URL]