**[Please review and edit anything in red, as applicable].**

**[INSERT BANK LOGO HERE]**

**For the safety of BANK OF SOMEWHERE’s customers and staff,**

**our lobby is temporarily closed,**

**but we are still here to serve you.**

**[Insert any additional bank-specific information below. Some examples are provided, but the Bank should tailor these to its policies and practices.]**

* **Our drive-thru services remain open during regular business hours.**
* **Our ATMs are available 24/7. Screens and keypads are cleaned daily.**
* **Our online and mobile banking services are available 24/7.** 
  + **Access your account balances, transactions, and other important account details.**
  + **Transfer funds between your accounts.**
  + **Deposit checks or set up direct deposit to have your paychecks automatically deposited into your account.**
  + **Pay bills, set up recurring payments, and send money to friends and family.**
* **If access to our lobby is critical, please call 888-888-8888 to schedule an appointment.**