

[Your Name/Authorized Officer Name]  
[Your Job Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Date]

[Recipient Name or Department]  
[Organization/Bank Name]  
[Organization Address]  
[City, State, Zip Code]

**Subject: Update of Contact Details for Authorized Signatory**

Dear [Recipient Name/Sir or Madam],

I am writing to formally request an update to the contact information associated with the authorized signatory for [Company Name] regarding [Account Number / Contract Reference].

Please update your records with the following new contact details for [Name of Signatory]:

- **Full Name:** [Name of Signatory]
- **New Office Phone:** [New Phone Number]
- **New Mobile Phone:** [New Mobile Number]
- **New Email Address:** [New Email Address]
- **Effective Date:** [Date of Change]

All other details and signing authorities remain unchanged. We request you to direct all future correspondence and verification requests to the updated details provided above.

Please find attached [mention any documents, e.g., copy of ID or Board Resolution] as required for your verification process. Kindly confirm once the update has been processed in your system.

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]

[Printed Name]  
[Job Title]  
[Company Seal/Stamp]