

[Your Name/Business Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Date]

[Bank Name]

[Bank Branch Address]

[City, State, Zip Code]

Subject: Request to Update Signature Card for Account Number: [Account Number]

To the Account Manager,

I am writing to formally request an update to the signature card for the above-mentioned account. This update is necessary due to [reason for change, e.g., a change in authorized signatories / a legal name change].

Please find the details of the individuals to be added or removed below:

Authorized Signatories to be ADDED:

1. [Full Name] - [Title/Position]
2. [Full Name] - [Title/Position]

Authorized Signatories to be REMOVED:

1. [Full Name]
2. [Full Name]

I have attached the required identification documents and the minutes of the meeting (if applicable) authorizing these changes. Please let me know if there are specific bank forms that need to be signed in person to finalize this request.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title, if business account]