

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Date]

[Bank Name or Institution Name]
[Branch Address]
[City, State, Zip Code]

Subject: Removal of Authorized Signatory for Account Number: [Account Number]

To the Branch Manager,

I am writing to formally instruct you to remove the following individual as an authorized signatory from the above-mentioned account, effective [Date]:

Name: [Name of Person to be Removed]
Designation: [Their Former Title/Position]

Please ensure that all signing authorities, access to online banking portals, and any corporate cards issued to this individual are deactivated immediately. All other signatories on the account remain unchanged.

Attached to this letter is a copy of the [Board Resolution/Minutes of Meeting] authorizing this change.

Please confirm in writing once our records have been updated.

Sincerely,

[Signature]

[Name of Primary Authorized Signatory/Director]
[Title/Designation]
[Company Seal/Stamp]