

[Your Company Letterhead]

[Date]

[Recipient Name/Contact Person]

[Recipient Job Title]

[Organization/Bank Name]

[Department]

[Address]

**Subject: Update of Authorized Signatories for Account/Contract [Number/Reference]**

Dear [Recipient Name],

This letter is to formally notify you of a change in the authorized signatories for [Company Name] regarding [Account Number or Project Name].

Effective from [Effective Date], the following individual(s) are no longer authorized to sign on behalf of the company:

- [Name of Outgoing Person] - [Title]

The following individual(s) are hereby appointed as the new authorized signatories:

Name	Designation/Title	Specimen Signature
[Name of New Signatory]	[Title]	

Please update your records accordingly. Attached to this letter are [List attachments, e.g., Board Resolution, ID copies] for your verification.

Should you require any further documentation, please contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Designation]

[Company Name]