

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

Subject: Revocation of Bank Account Mandate / Signing Authority

Dear Bank Manager,

I am writing to formally instruct you to revoke the existing mandate and signing authority for the following account(s):

Account Name: [Account Holder Name]
Account Number: [Account Number]
Account Type: [e.g., Savings/Checking/Current]

With effect from [Date], please remove the following individual(s) from the list of authorized signatories for the above-mentioned account:

Name(s) to be removed:

1. [Name of Person 1]
2. [Name of Person 2]

From the date specified above, I/we revoke all powers, authorities, and permissions previously granted to the aforementioned person(s) to operate this account, sign checks, or perform any transactions on my/our behalf.

Please update your records immediately and confirm in writing once this revocation has been processed. If you require any further documentation or the completion of specific bank forms to finalize this request, please let me know.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]