

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: Change of Account Signatory and Beneficial Ownership Verification

Dear [Bank Manager Name/Department],

This letter serves as formal notification regarding a change in the authorized signatories for the following account(s):

Account Name: [Full Business or Entity Name]

Account Number(s): [List Account Numbers]

Effective as of [Date], please remove the following individual(s) as authorized signatories:

- [Name of Outgoing Signatory]

Please add the following individual(s) as new authorized signatories:

- [Name of New Signatory] - [Title/Position]

Beneficial Ownership Verification:

In compliance with regulatory requirements, we hereby certify that the beneficial ownership information for [Entity Name] is as follows:

[Option A: No Change]

We confirm that there have been no changes to the Beneficial Owners (individuals holding 25% or more equity) or the individual with significant control since our last filing.

[Option B: Updated Ownership]

The updated Beneficial Owner information is provided below:

Full Name	Date of Birth	Address	SSN/Tax ID	% Ownership
[Name]	[DOB]	[Address]	[ID Number]	[Percentage]

Attached to this letter, please find the required supporting documentation, including corporate resolutions and government-issued identification for the new signatories.

Please update your records accordingly. Should you require further information, please contact [Contact Name] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Title/Authorized Officer]