

**Date:** [Insert Date]

**To:** [Recipient Name/Organization Name]

**Address:** [Recipient Address]

**Subject:** Notice of Adjustment to Beneficiary Verification Protocols for Wire Transfers

Dear [Contact Person Name],

This letter serves as formal notification regarding an update to our internal security protocols concerning wire transfer disbursements and beneficiary verification. Effective [Insert Date], the following adjustments will be implemented to enhance the security of our financial transactions:

- **Verbal Confirmation Requirement:** All new or modified wire instructions must be confirmed via a voice call to a verified representative prior to the initiation of funds.
- **Multi-Factor Authentication (MFA):** Beneficiary identity verification will now require a secondary authentication code sent via [Email/SMS].
- **Documentation Standards:** We now require a signed [Bank Letter/Voiced Check] on official financial institution letterhead for any updates to existing banking coordinates.
- **Pre-Transfer Test:** For transfers exceeding [Insert Amount], a small-value "test" wire may be required to confirm account validity before the full balance is released.

These adjustments are designed to mitigate risks associated with business email compromise and fraudulent redirection of funds. We request that you update your records to reflect these requirements to avoid any processing delays.

Should you have any questions regarding these updated protocols, please contact our finance department directly at [Phone Number] or [Email Address].

Thank you for your cooperation in maintaining the integrity of our financial operations.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Organization Name]