

**[Company Letterhead]**

**Date:** [Current Date]

**To:** [Bank Name]

**Attn:** [Relationship Manager Name / Wire Department]

**Address:** [Bank Address]

**RE: Adjustment to Wire Transfer Protocols for Account(s):** [Account Number(s)]

Dear [Contact Person Name],

This letter serves as formal notification to adjust the wire transfer security and authorization protocols for the corporate account(s) referenced above, effective [Effective Date].

Please implement the following updates to our wire transfer procedures:

**1. Authorized Initiators:**

The following individuals are authorized to initiate wire transfers:

- [Name / Title]

- [Name / Title]

**2. Authorization Limits and Dual Control:**

- All wires exceeding \$[Amount] require dual authorization.

- Secondary approval must be provided by: [Name / Title].

**3. Callback Verification:**

For all outgoing wires, the bank must perform a verbal callback verification to one of the following designated officers at the phone numbers listed below:

- [Name]: [Phone Number]

- [Name]: [Phone Number]

**4. Restricted Destinations (Optional):**

[Specify if wires are restricted to certain domestic/international regions or if a "Whitelisted" template system is required.]

Please acknowledge receipt of these instructions and confirm when these adjustments have been activated within your system. These instructions supersede any previous protocols on file.

Sincerely,

[Signature]

**[Name]**

[Title]

[Company Name]

**Second Authorized Signature (if required):**

[Signature]

[Name]

[Title]