

[Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Street Address]

[City, State, Zip Code]

Subject: Notification of Domestic Wire Transfer Protocol Adjustment

Dear [Recipient Name],

This letter serves as formal notification regarding a change in our internal domestic wire transfer protocols, effective [Effective Date].

To enhance security and streamline our financial operations, the following adjustments have been implemented:

- **Verification Procedure:** All domestic wire requests exceeding [Dollar Amount] will now require a secondary verbal authentication from an authorized representative.
- **Cut-off Times:** The daily deadline for same-day processing of domestic wires has been moved to [Time, e.g., 2:00 PM EST].
- **Documentation:** All requests must be submitted via the updated [Form Name/Online Portal] and must include a specific [Reference Code/Project ID].

Please ensure that your accounting department updates your records to reflect these changes. These measures are designed to provide an additional layer of protection against unauthorized transactions and to ensure timely settlement.

If you have any questions regarding these new protocols, please contact [Department/Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Company Name]