

[Company Header/Logo Placeholder]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

**Subject: IMPORTANT: Changes to Wire Transfer and Payment Security Protocols**

Dear [Name of Contact Person],

Due to the increasing prevalence of business email compromise and financial fraud, [Company Name] is implementing immediate adjustments to our wire transfer and payment protocols to ensure the security of our financial transactions.

Effective [Date], the following procedures must be followed for all outbound and inbound wire transfers:

- **Multi-Factor Authentication:** Any request to change existing banking information must be verified via a live voice call to a known company representative at a previously established phone number.
- **Authorized Signatories:** No wire transfer will be initiated without the digital or physical signature of at least two authorized company officers.
- **Verification of Instructions:** We will no longer accept payment instruction changes sent solely via email. Any such request will be treated as fraudulent until verified through an out-of-band communication channel.
- **Callback Procedure:** Our finance department will perform a mandatory "Call-Back" to your designated accounts payable contact for any transaction exceeding [Dollar Amount].

Please update your records to reflect that our primary banking details have not changed. If you receive an email claiming a change in our banking coordinates, please notify us immediately at [Phone Number] or [Security Email Address].

We appreciate your cooperation in helping us mitigate financial risk and protecting our business relationship.

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Company Name]