

[Date]

[Recipient Name]

[Recipient Title]

[Financial Institution Name]

[Branch Address]

[City, State, Zip Code]

RE: Adjustment to Wire Transfer Protocols for Account [Account Number]

Dear [Bank Contact Name or Wire Department],

Effective [Date], please implement the following adjusted security protocols for all outgoing wire transfers exceeding [Currency/Amount] from the above-referenced account. These measures are intended to enhance security for high-value transactions.

1. Multi-Step Callback Verification:

All transfer requests must be verified via a direct telephone call to the following authorized representatives in the order listed below:

- [Name 1] at [Phone Number]
- [Name 2] at [Phone Number]

2. Secondary Authorization Code:

Upon callback, the authorized representative will provide a unique "Transaction Password" previously established between [Company Name] and [Financial Institution].

3. Email Confirmation Requirements:

Written confirmation of the transfer initiation and the completed transaction must be sent to: [Email Address 1] and [Email Address 2].

4. Restricted Destination Protocols (Optional):

Any transfers to international jurisdictions or non-whitelisted accounts require an additional [Number]-hour holding period for final internal audit review.

Please acknowledge receipt of these instructions and confirm when these protocols have been updated within your system. These instructions remain in effect until revoked in writing by an authorized signatory.

Sincerely,

[Signature]

[Printed Name]

[Title]

[Company Name]