

[Company Letterhead]

[Date]

[Client Name]

[Client Institution]

[Address Line 1]

[Address Line 2]

Subject: Notification of Adjustments to Wire Transfer Protocols

Dear [Client Contact Name],

This letter serves as formal notification regarding updates to our institutional wire transfer and funds settlement protocols, effective [Effective Date].

To enhance security measures and ensure alignment with evolving regulatory requirements, the following adjustments have been implemented:

- **Verification Procedures:** All outgoing wire transfers exceeding [Currency/Amount] will now require dual-factor verbal authorization from an authorized signatory.
- **Cut-off Times:** The daily deadline for same-day processing of international wire transfers has been moved to [Time/Time Zone].
- **Documentation Requirements:** Updated [Form Name/Number] must accompany all transfer requests involving third-party beneficiaries.
- **Callback Protocols:** Our treasury department will initiate security callbacks to the registered phone numbers on file for any modifications to standing instructions.

Please ensure that your internal treasury and accounting teams are apprised of these changes to prevent any disruption in payment processing. These protocols are designed to provide an additional layer of protection against fraudulent activity and unauthorized fund movements.

Should you have any questions regarding these adjustments or require assistance in updating your authorized personnel list, please contact your Relationship Manager at [Phone Number] or [Email Address].

We value your partnership and appreciate your cooperation in maintaining the integrity of our financial transactions.

Sincerely,

[Signature]

[Name]

[Title]

[Department/Organization]