

Date: [Insert Date]

To:

[Recipient Name/Department]

[Financial Institution Name]

[Recipient Address]

[City, State, Zip/Postal Code]

[Country]

Subject: Notice of International Routing Wire Transfer Protocol Adjustment

Dear [Contact Name],

We are writing to formally notify you of an adjustment to the international routing protocols for wire transfers involving our account(s). These changes are effective as of [Effective Date].

To ensure the continued security and efficiency of international funds transfers, please update your records to reflect the following routing information:

Account Holder Information:

Account Name: [Insert Full Account Name]

Account Number: [Insert Account Number]

IBAN: [Insert IBAN, if applicable]

Beneficiary Bank Details:

Bank Name: [Insert Bank Name]

SWIFT/BIC Code: [Insert SWIFT/BIC Code]

Bank Address: [Insert Bank Address]

Intermediary Bank Details (If Required):

Intermediary Bank Name: [Insert Intermediary Bank Name]

Intermediary SWIFT Code: [Insert Intermediary SWIFT Code]

Reason for Adjustment:

[Briefly state reason, e.g., Banking infrastructure upgrade / Change in correspondent bank]

Please confirm receipt of this notification and verify that these updates have been implemented within your system to prevent any delays or rejections of future transfers. Any transfers initiated using previous protocols after [Effective Date] may be subject to processing errors.

If you require further documentation or verbal verification, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Position]
[Company Name]