

[Date]

[Recipient Name]

[Recipient Job Title]

[Company Name]

[Address Line 1]

[City, State, Zip Code]

**RE: Request for Additional Documentation Regarding Authorized Signatory**

Dear [Recipient Name],

We are currently reviewing the documentation provided for [Account Number / Reference Number]. To complete our verification process regarding the authorized signatory for your organization, we require further information.

Please provide the following documents:

- [Document Name 1, e.g., Notarized Power of Attorney]
- [Document Name 2, e.g., Board Resolution naming the signatory]
- [Document Name 3, e.g., Valid Government-issued Photo ID]

Please ensure that all documents are clear, legible, and submitted by [Due Date]. You may send these documents via [Submission Method, e.g., secure email portal/postal mail].

Failure to provide this information may result in a delay in processing your request or the suspension of account privileges. If you have any questions, please contact us at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Organization Name]