

[Company Letterhead/Logo]

[Current Date]

[Customer Name/Representative Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Confirmation of Business Account Signatory Update - Account No: [Account Number]

Dear [Customer Name],

This letter is to formally acknowledge and confirm that we have processed your request to modify the authorized signatories for the business account(s) mentioned above.

As per your instructions dated [Date of Request], the following changes have been implemented in our records:

- **Added Signatories:** [Names of new authorized individuals]
- **Removed Signatories:** [Names of individuals removed]
- **Maintained Signatories:** [Names of existing individuals remaining on account]

The signing authority for the account is now set to: [e.g., Any one to sign / Any two to sign / Jointly].

Please note that these changes are effective as of [Effective Date]. All new signatories may now perform transactions, subject to the terms and conditions of the account agreement. If any physical signature cards were required, they have been successfully filed.

If you have any questions regarding these modifications or if any information listed above is incorrect, please contact your Relationship Manager or visit our branch at your earliest convenience.

Thank you for choosing [Bank/Institution Name] for your business banking needs.

Sincerely,

[Signature]

[Name of Bank Representative]

[Title/Department]

[Bank/Institution Name]