

**Date:** [Insert Date]

**To:** [Bank or Institution Name]

**Department:** Vault Services / Treasury Operations

**Address:** [Insert Address]

**Subject: Amendment to Authorized Personnel for Vault Access**

Dear [Contact Person Name or Manager],

This letter serves as a formal request to amend the list of authorized individuals permitted to access the vault/safe deposit box held under the account name **[Insert Company or Personal Account Name]**, Account Number: **[Insert Account Number]**.

**1. Removal of Authorization:**

Please remove the following individual(s) from the authorization list effective immediately:

- [Name of Person to be Removed] - [Job Title/ID Number]
- [Name of Person to be Removed] - [Job Title/ID Number]

**2. Addition of New Authorization:**

Please grant vault access to the following individual(s):

- **Name:** [Name of New Authorized Person]  
**Title:** [Job Title]  
**Identification Type/Number:** [e.g., Passport/ID Number]  
**Specimen Signature:** \_\_\_\_\_

**3. Level of Access:**

The above-mentioned individual(s) are authorized to: [e.g., Full Access / View Only / Deposit Only].

This amendment supersedes all previous authorization letters regarding this account. All other individuals previously authorized who are not mentioned in the removal list shall remain active.

Please confirm once these changes have been updated in your records. If you require further documentation or verification, please contact [Insert Contact Name] at [Insert Phone Number].

Sincerely,

[Signature]

**[Printed Name]**

**[Title/Position]**

**[Company Name]**