

Date: [Insert Date]

To: All Department Heads and Finance Personnel

From: [Insert Name/Title]

Subject: Urgent Update: Modified Wire Transfer Approval Thresholds

Dear Team,

As part of our ongoing efforts to strengthen our fraud prevention measures and protect company assets, we are implementing immediate changes to our wire transfer approval policy.

Effective [Insert Effective Date], the following approval thresholds will apply to all outgoing wire transfers:

- **Under \$[Insert Amount]:** Requires approval from a Department Manager.
- **[\$[Insert Amount] to \$[Insert Amount]:** Requires dual approval from a Department Manager and a Finance Director.
- **Over \$[Insert Amount]:** Requires written authorization from the CFO or CEO.

Additional Security Requirements:

- Verbal verification via a known phone number is mandatory for all new vendor payment instructions.
- Any requests for changes to existing banking information must be confirmed through a secondary communication channel.
- Manual signatures are required for any transfer exceeding \$[Insert Amount].

Please ensure that all team members involved in the payment process are briefed on these changes immediately. Adherence to these protocols is mandatory and exceptions will not be permitted without executive oversight.

Thank you for your cooperation in securing our financial operations.

Best regards,

[Insert Signature Name]

[Insert Title]

[Insert Company Name]