

## MEMORANDUM

**TO:** Finance Department, Accounts Payable, and Wire Transfer Operations

**FROM:** [Name of Authorized Officer/CFO]

**DATE:** [Insert Date]

**SUBJECT:** Increase in Executive Wire Transfer Limits

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Dear Team,

This memorandum serves as formal notification regarding an update to the internal wire transfer authorization limits. Effective [Effective Date], the individual transfer limits for the following executives have been increased to facilitate efficient business operations.

The revised daily and per-transaction limits are as follows:

- **[Executive Name/Title]:** New Limit: \$[Amount]
- **[Executive Name/Title]:** New Limit: \$[Amount]
- **[Executive Name/Title]:** New Limit: \$[Amount]

All transfers remain subject to our standard secondary verification protocols. Any transaction exceeding the aforementioned amounts will continue to require dual authorization from [Department/Senior Official].

Please update our internal banking portals and security records to reflect these changes immediately. If you have any questions regarding these adjustments, please contact [Contact Person/Department].

Regards,

[Signature]

[Printed Name]

[Title]