

**Date:** [Insert Date]

**To:** [Bank Name]

**Attention:** [Treasury Management / Cash Management Department]

**Address:** [Bank Address]

**Subject: Instruction to Modify Outbound Wire Transfer Limits**

Dear [Contact Name or Department],

This letter serves as a formal instruction to modify the outbound wire transfer limits for the following account(s) held at your institution:

**Entity Name:** [Company Name]

**Account Number(s):** [List Account Number(s)]

Please update our profile to reflect the following limit adjustments:

- **Current Daily Limit:** \$[Amount]
- **New Requested Daily Limit:** \$[Amount]
- **New Per-Wire Limit (if applicable):** \$[Amount]
- **Effective Date:** [Date]

The purpose of this modification is [brief reason, e.g., seasonal business volume / one-time acquisition / general treasury policy update].

We understand that these changes are subject to your standard security verification procedures. Please contact the authorized individuals listed below to confirm this request:

**Primary Contact:** [Name] - [Phone Number]

**Secondary Contact:** [Name] - [Phone Number]

Thank you for your prompt attention to this matter. Please provide written confirmation once the limits have been updated.

Sincerely,

[Signature]

**[Name]**

**[Title]**

[Signature]

**[Name]**

**[Title]**