

[Date]

[Recipient Name]
[Recipient Title]
[Organization Name]
[Address Line 1]
[Address Line 2]

Subject: Notification of Change in Authorized Signatories

Dear [Recipient Name],

This letter serves as official notification regarding a change in the authorized signatories for [Your Company Name] effective from [Effective Date].

Please be advised that the following individual(s) are no longer authorized to sign documents or conduct transactions on behalf of the company:

- [Name of Outgoing Signatory 1]
- [Name of Outgoing Signatory 2]

The following individual(s) have been newly appointed as authorized signatories:

Name: [New Signatory Name]

Title: [Job Title]

Specimen Signature: _____

Henceforth, all official correspondence, contracts, and financial instructions should be accepted only when signed by the current authorized list, which now includes:

- [Full List of Current Signatories]

Attached to this letter, please find the [Board Resolution/Official Authorization Document] supporting this change. Please update your records accordingly.

Should you require any further documentation or verification, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]
[Your Company Name]