

Business Transaction Authorization Update

Date: [Insert Date]

To Whom It May Concern,

We are writing to inform you of an update regarding the authorization for business transactions associated with [Company Name]. Effective [Effective Date], the following changes will take place:

Authorized Personnel

- [Name 1] - [Title/Position]
- [Name 2] - [Title/Position]
- [Name 3] - [Title/Position]

Updated Authorization Limits

The authorization limits for the above personnel are as follows:

- [Authorized Person 1]: \$[Amount]
- [Authorized Person 2]: \$[Amount]
- [Authorized Person 3]: \$[Amount]

Please ensure that all future transactions are authorized by the designated personnel as stated above. If you have any questions or need further clarification, do not hesitate to reach out to us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Company Name]
[Contact Information]