

Formal Notice for Signature Mandate Change

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally notify you of a change in our signature mandate, effective [Insert Date]. This change is necessary due to [brief reason for the change].

The authorized signatories for [Your Company] are now as follows:

- [Name of Authorized Signatory 1] - [Position]
- [Name of Authorized Signatory 2] - [Position]
- [Name of Authorized Signatory 3] - [Position]

We kindly request you to update your records accordingly and direct all future correspondence and transactions to the new authorized signatories listed above.

Thank you for your attention to this matter. Please do not hesitate to contact us if you require any further information or clarification.

Best regards,

[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]