

Letter Template for Request for Amendment to Signature Mandate

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Bank's Name]

[Bank's Address]

[City, State, Zip Code]

Subject: Request for Amendment to Signature Mandate

Dear [Bank Manager's Name],

I am writing to formally request an amendment to the signature mandate associated with my account [Account Number]. Due to [reason for amendment], I would like to update the signatories on this account.

Currently, the authorized signatories are:

- [Current Signatory 1 Name]
- [Current Signatory 2 Name]

I propose the following changes:

- Remove: [Signatory Name to Remove]
- Add: [New Signatory Name]

Enclosed with this letter are the necessary documents required for the amendment, including identification and any relevant forms.

Please let me know if further information or actions are needed from my side to facilitate this request.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]