

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Signature Mandate Revision

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a revision to the existing signature mandate associated with our account, [Account Number or Name]. Due to [reason for the revision, e.g., changes in personnel, organizational structure], we believe it is necessary to update the authorized signatories.

We kindly request the following changes to be made:

- Remove: [Name(s) of individuals to be removed]
- Add: [Name(s) of new individuals to be added]

Attached to this letter, you will find the necessary documentation required for this request, including [list any documents such as identification or authorization forms].

We appreciate your attention to this matter and look forward to your prompt response. Should you require any further information, please do not hesitate to contact me at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company/Organization Name]