

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an update to the signature authority for [specific documents, accounts, etc.].

As of [effective date], I would like to request that the following individuals be granted signature authority:

- [Name 1] - [Position]
- [Name 2] - [Position]

Additionally, I request that the following individuals' signature authority be revoked:

- [Name 3] - [Position]

These changes are necessary to ensure proper management of [specific area or project]. Please let me know if you require any additional information or documentation to process this request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]