

Signature Mandate Adjustment Inquiry

Date: [Insert Date]

To: [Recipient's Name]

[Company/Bank Name]

[Address]

Dear [Recipient's Name],

I am writing to inquire about the process for adjusting the signature mandate associated with my account [Insert Account Number]. Due to [reason for adjustment], I would like to update the authorized signatories on my account.

Could you please provide me with the necessary forms and any additional information required to facilitate this change? Your assistance in this matter would be greatly appreciated.

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

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]