

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Dear [Bank Manager's Name],

Subject: Request for Correction of Signature Mandate

I am writing to request a correction to my signature mandate associated with my account number [Insert Account Number]. Upon reviewing my records, I discovered that my signature on file does not match my current signature.

For your reference, I have enclosed a copy of my identification and documents that verify my current signature.

I kindly ask you to update my records accordingly to avoid any discrepancies in future transactions.

Thank you for your prompt attention to this matter. If you need any further information, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]