April 20, 2010

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**OBJECT: REMOVAL OF SIGNING OFFICER FOR ACCOUNT [NUMBER]**

Dear [CONTACT NAME],

This letter is to confirm that we have recently removed [NAME AND TITLE OF SIGNING OFFICER BEING REMOVED] as a signing officer on our Account No. [ACCOUNT NO.] effective immediately. We enclose a copy of the Board Resolution reflecting this change.

Any checks or other account authorizations signed by [HIM / HER] bearing a date on or after [DATE] should not be honoured. Please contact us if this situation occurs.

Please amend your records immediately and accordingly – note that all other signing officers, as per your records, remain the same.

Sincerely,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]