[Insert Letterhead]

March 23, 2019

Contact Name

Financial Institution Name

Address

City, Province

Postal Code

**RE: CHANGE OF SIGNING OFFICERS FOR ACCOUNT [NUMBER]**

Dear [Contact Name]:

This letter is to confirm that we have recently changed our signing officers on our account no. [number] effective immediately. The officer changes are noted below. In addition, we are enclosing a copy of the resolution reflecting this change.

The following officer(s) shall be removed:

Name of Signing Officer Title of Signing Officer

The following officer(s) shall be added:

Name of Signing Officer Title of Signing Officer

Please amend your records accordingly.

Yours truly,

Name

Position of Officer

Enclosure