[DATE]

Contact Name

Address

Address2

Country

City /Province

Postal Code

**RE: ADDITIONAL SIGNING OFFICER - REQUESTING SIGNING PAPERS**

Dear [CLIENT NAME],

This letter is to acknowledge that [WE/OUR BOARD OF DIRECTOR(S)] has recently approved the addition of a new signing officer to our Account No. [ACCOUNT NO.]. [NAME] was hired on [DATE] and will be our new [TITLE OF NEW SIGNING OFFICER].

We would appreciate if you could forward to us the necessary documents to give effect to this change. We will ask our new officer to sign the documents and will return them to you as soon as possible. We will also include a copy of the Board Resolution reflecting this change.

Please note that all other signing officers, as per your records, remain the same.

Kind regards,

[NAME]

[TITLE]

[CONTACT NUMBER]

[COMPANY EMAIL]