

[Date]

[Recipient Name]
[Recipient Title]
[Institution Name]
[Department]
[Address]

RE: Update of Corporate Officers and Directors for [Corporation Name]

Dear [Recipient Name],

This letter serves as formal instruction to update your records regarding the Officers and Directors of [Corporation Name]. Effective as of [Date of Change], the following individuals have been appointed or removed from their respective positions:

Current Directors:

1. [Name] - [Term Start Date]
2. [Name] - [Term Start Date]

Current Officers:

1. [Name], [Title: e.g., President]
2. [Name], [Title: e.g., Secretary]
3. [Name], [Title: e.g., Treasurer]

Removed/Resigned Individuals:

1. [Name], [Former Title]
2. [Name], [Former Title]

Please update your directory, mailing lists, and signing authorities to reflect these changes. Attached to this letter, you will find the [Certified Minutes or Secretary's Certificate] documenting these appointments.

Should you require further documentation or have any questions, please contact [Contact Name] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Authorized Signatory]
[Title]
[Corporation Name]