

[Sender Name/Company Department]

[Sender Address]

[City, State, Zip Code]

[Date]

[Recipient Name]

[Recipient Title]

[Institution/Entity Name]

[Address]

[City, State, Zip Code]

RE: Formal Instruction Regarding Corporate Transaction - [Company A] and [Company B]

To [Recipient Name/Account Manager],

This letter serves as formal notification and instruction regarding the recent [Merger/Acquisition] between [Company Name A] and [Company Name B], effective as of [Effective Date].

Pursuant to the definitive agreement, please perform the following actions regarding our accounts and records:

- **Entity Name Change:** Update all records to reflect the new surviving entity name: [New Legal Name].
- **Tax Identification:** Update the Taxpayer Identification Number (TIN/EIN) to [New EIN] where applicable.
- **Authorized Signatories:** Remove [Name of Former Signatories] and add [Name of New Signatories] as authorized representatives for all transactions.
- **Billing and Correspondence:** Direct all future invoices and legal notices to [New Mailing Address/Department].
- **Banking and Payments:** [Insert instructions for updating wire instructions or account transfers if applicable].

Attached to this letter, please find the following supporting documentation:

- Certified Copy of the Articles of Merger/Amendment
- Updated W-9 Form
- New Certificate of Incumbency

Please confirm receipt of these instructions and provide written verification once the updates have been processed in your system.

If you require further information, please contact [Contact Person] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Title]

[Company Name]