# St Anywhere

**PO Box 1234**

**Somewhere, SD 5000**

June, 30, 2023

First First Bank

1234 Road

Somewhere, SD 50000

Re: Acct # 123456789 St Anywhere Operating

 Acct #987654321 St Anywhere Savings

 EIN: 76-9999999

To Whom It May Concern:

On June 30, 2023, Reverend Outgoing Pastor of St Anywhere will resign on July 5, 2023. On July 5, 2023, Reverend Incoming Pastor will assume responsibility for the organization. Attached are the minutes from the meeting confirming the new signor to the account. Therefore, please make the following changes to this bank account’s status and authorized signers as of July 5, 2023:

**Remove the following people from the list of authorized signers on the account:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Reverend Outgoing Pastor |  | Other, Title |  | Other, Title |
| SSN Last 4 -1234 |  | SSN Last 4 -2345 |  | SSN Last 4 -3456 |

**Authorize the following people as signers on the account:**

|  |  |  |
| --- | --- | --- |
| Reverend Incoming Pastor | SSN Last 4 -6633 |   |
| Other, Title | SSN Last 4 -5570 |   |
| Other, Title | SSN Last 4 -1232 |   |

We appreciate your assistance with these transition details. If you have any questions, please contact one of the officers listed below.

Sincerely,

Reverend Old Pastor Other, Title Other, Title

***St. Anywhere is a 501(c)(3) tax-exempt organization***