**Bank of America Commercial Loan AU Transfer Request**

**XYZ Global Solutions LLC**  
789 Corporate Drive  
New York, NY 10001  
(212) 555-6789  
[contact@xyzglobalsolutions.com](mailto:contact@xyzglobalsolutions.com)  
March 24, 2025

**To:**  
Bank of America  
Commercial Loan Department  
123 Financial Avenue  
Charlotte, NC 28202

**Subject:** Request for AU Transfer on Commercial Loan Account Number: 1234567890

Dear Bank of America Loan Officer,

We are submitting a formal request for an **AU (Authorized User) Transfer** on our commercial loan account with Bank of America, account number **1234567890**. This request is being made to facilitate streamlined financial management and ensure authorized personnel have appropriate access to loan-related information and transactions.

**Request Details:**

* **Current Account Name:** XYZ Global Solutions LLC
* **Account Number:** 1234567890
* **Requested AU Transfer:**
  + **Remove:** John Stevens (Former CFO)
  + **Add:** Sarah Thompson (New CFO)
* **Effective Date:** April 1, 2025

**Supporting Documentation:** We have attached the following documents to support our AU transfer request:

1. Signed Authorization Letter from Company Leadership
2. Board Resolution Approving the Transfer
3. Copy of New Authorized User's Identification (Government Issued ID)
4. Contact Information for Verification Purposes

We kindly request that you process this transfer at your earliest convenience. Please confirm once the adjustment has been completed or reach out if further information is required.

Thank you for your prompt attention to this matter.

Sincerely,

Sarah Thompson  
Chief Financial Officer  
XYZ Global Solutions LLC  
(212) 555-6789  
[sarah.thompson@xyzglobalsolutions.com](mailto:sarah.thompson@xyzglobalsolutions.com)

*Note: This is a sample form with prefilled data. Please ensure all information is accurate before submitting.*