

[Date]

[Bank Manager Name]

[Bank Name]

[Bank Branch Address]

[City, State, Zip Code]

Subject: Request to Add Joint Account Holder to Corporate Account [Account Number]

Dear [Bank Manager Name],

I am writing on behalf of [Company Name] regarding our corporate account, number [Account Number], held at your branch.

Pursuant to a resolution passed by our Board of Directors on [Date of Resolution], we officially request the addition of [Full Name of New Holder] as a joint account holder and authorized signatory for this account.

Please find the details of the new account holder below:

- Full Name: [Full Name]
- Designation/Title: [e.g., Director, CFO]
- Identification Number: [e.g., SSN/Passport Number]
- Contact Number: [Phone Number]
- Email Address: [Email Address]

Enclosed with this letter are the following documents required for processing:

- Certified copy of the Board Resolution.
- Completed and signed bank signature cards.
- Government-issued photo identification of the new holder.
- [Any other bank-specific required forms].

We request you to update your records and grant [Full Name of New Holder] the necessary access and signing authority as specified in the attached resolution.

Thank you for your prompt attention to this matter. Please contact me at [Your Phone Number] if you require further information.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Designation]

[Company Name]