

Date: [Insert Date]

To,
The Branch Manager,
[Bank Name],
[Branch Address],
[City, State, Zip Code]

Subject: Verification of Signatures for Joint Account Number: [Insert Account Number]

Dear Sir/Madam,

We, the undersigned, are the joint holders of the Savings/Current account mentioned above at your branch. We are submitting this letter to formally verify and update our specimen signatures in your bank records.

Please find our details and signatures below:

Primary Account Holder:

Name: [Full Name of First Holder]
ID Proof Type: [e.g., Passport/Driver's License]
ID Number: [Insert ID Number]
Specimen Signature: _____

Secondary Account Holder:

Name: [Full Name of Second Holder]
ID Proof Type: [e.g., Passport/Driver's License]
ID Number: [Insert ID Number]
Specimen Signature: _____

Account Operating Instruction: [e.g., Either or Survivor / Jointly / Anyone]

We request you to update your system with these signatures to ensure smooth processing of our future transactions. We have attached self-attested copies of our identity proofs for your reference.

Thank you for your assistance.

Yours faithfully,

(Signature)
[Name of First Holder]

(Signature)
[Name of Second Holder]

Contact Number: [Insert Phone Number]