

[Date]

[The Branch Manager]

[Bank Name]

[Bank Branch Address]

[City, State, Zip Code]

**Subject: Request to Add Authorized Signatory for Account No: [Account Number]**

Dear Sir/Madam,

I am writing to formally request the addition of a new authorized signatory to the bank account mentioned above, held in the name of [Company Name / Individual Name].

The details of the person to be added are as follows:

- Full Name: [Name of New Signatory]
- Designation: [Designation/Role]
- Identity Proof: [Type of ID, e.g., Passport/ID Number]
- Specimen Signature: \_\_\_\_\_

The signing authority for this account shall henceforth be [Single / Joint / Either or Survivor].

I have attached the necessary identification documents and the required board resolution (if applicable) for your records. Please update your system to reflect this change as soon as possible.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Full Name]

[Your Designation/Title]

[Your Contact Number]