

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

To,  
The Branch Manager,  
[Bank Name]  
[Branch Name]  
[Bank Address]

**Subject: Request for Change in Banking Mandate for Account No: [Your Account Number]**

Dear Sir/Madam,

I am writing to formally request a change in the signing authority and mandate for the above-mentioned bank account held with your branch.

Effective from [Date], please update your records to reflect the following changes in the operating instructions:

**Current Signing Authority:**

[Name of person(s) to be removed]

**New Signing Authority:**

[Name of person(s) to be added]

**New Operating Instructions:**

[e.g., Singly / Jointly / Either or Survivor]

I have enclosed the following documents to support this request:

1. Certified copy of Board Resolution (for companies).
2. Identity and Address proof of the new signatories.
3. Specimen signatures of the new authorized signatories.

Please confirm once the changes have been updated in your system. Thank you for your prompt assistance in this matter.

Yours faithfully,

[Your Signature]  
[Your Printed Name]  
[Your Designation/Title]