

[Company Letterhead]

[Date]

[Bank Name]

[Bank Branch Address]

[City, State, Zip Code]

Subject: Renewal of Corporate Account Mandate for [Company Name]

Dear [Manager Name/Account Manager],

We are writing to formally request the renewal of the corporate account mandate for our account(s) held with [Bank Name].

Account Details:

Account Name: [Company Name]

Account Number(s): [Insert Account Numbers]

We wish to confirm that:

- The existing signing authority and limits remain unchanged.
- The list of authorized signatories previously provided remains in effect.
- [OR: Please find the attached updated list of authorized signatories and their specimen signatures.]

Enclosed with this letter are the following documents required for the renewal process:

- Certified Copy of Board Resolution dated [Date]
- Updated Company Registration Documents (if applicable)
- Identification copies of authorized signatories

Please update your records accordingly and confirm once the renewal process is complete. Should you require any further information, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Yours faithfully,

[Signature]

[Name of Authorized Director]

[Title/Position]

[Company Seal]