

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

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Submission of Board Resolution for Account Opening - [Account Name/Number]

Dear [Bank Contact Person Name or Manager],

With reference to our application for opening a new [Type of Account, e.g., Corporate Checking] account in the name of **[Full Company Name]**, we acknowledge that the formal Board Resolution was missing from our initial documentation.

Please find attached the certified copy of the Board Resolution passed by the Board of Directors on **[Date Resolution was Passed]**. This resolution authorizes the opening of the account and designates the authorized signatories as requested by your institution.

We apologize for this oversight and request you to proceed with the activation of our account. Please let us know if any further information or documentation is required.

Thank you for your assistance.

Sincerely,

[Signature]
[Your Name]
[Your Title/Position]
[Phone Number]
[Email Address]

Enclosure: Certified Copy of Board Resolution