

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: Confirmation of Authorized Signatories for Account [Account Number]

Dear [Bank Contact Person Name or Department],

This letter is in response to your request dated [Date of Request Letter] regarding the verification of authorized signatories for the business account held by [Company Name].

We hereby confirm that the following individuals are currently authorized to operate the account and sign documents on behalf of the company:

- **Full Name:** [Signatory 1 Name]
Position: [Job Title]
Signing Authority: [e.g., Solely / Jointly]
- **Full Name:** [Signatory 2 Name]
Position: [Job Title]
Signing Authority: [e.g., Solely / Jointly]

I further confirm that there have been no changes to the company's signing mandate since our last update, and the signatures currently on file with your branch remain valid.

Should you require any further documentation or have any questions, please contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Authorized Officer]

[Title/Position]

[Company Name]