

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

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

Subject: Inquiry Regarding Authorized Signatories for Joint Venture Account - [Account Number]

Dear [Bank Manager Name or Department],

I am writing to formally request a current list of authorized signatories associated with the joint venture bank account held at your branch under the name **[Joint Venture Name]**, account number **[Account Number]**.

As a partner in this venture, I require this information to ensure our internal records are up to date and to confirm that the existing signing mandates align with our current partnership agreement.

Please provide a written confirmation detailing:

- The full names of all current authorized signatories.
- The signing authority (e.g., "any one to sign" or "jointly by two").
- Any existing limits on transaction amounts for specific signatories.

If there are any forms required to update or verify this information, please provide them as well. You may send the requested details to the email address or physical address listed above.

Thank you for your prompt attention to this matter. Should you have any questions, please contact me at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Position]