

[Date]

[Inquirer Name]

[Inquirer Title/Department]

[Organization Name]

[Address line 1]

[Address line 2]

Subject: Response to Inquiry Regarding Authorized Signatory for [Business Name]

Dear [Inquirer Name],

This letter is in response to your inquiry dated [Date of Inquiry] regarding the authorized signatories for the business account of [**Full Business Name**], a sole proprietorship.

I am writing to confirm that I, [**Your Full Name**], am the sole proprietor of the aforementioned business. As the owner, I am the primary and only authorized signatory for all banking transactions, legal contracts, and financial documents related to this account.

The details of the account in question are as follows:

- **Business Registration Number:** [Number]
- **Account Number:** [Account Number]
- **Bank Name:** [Bank Name]

There are currently no other individuals authorized to sign on behalf of this business. Should there be any changes to the signing authority in the future, your office will be notified in writing immediately.

If you require any additional documentation, such as a copy of my business license or government-issued identification, please let me know.

Sincerely,

[Signature]

[Your Full Name]

Owner/Sole Proprietor

[Phone Number]

[Email Address]