

Date: [Insert Date]

To:

[Recipient Name/Department]

[Recipient Company/Institution Name]

[Recipient Address]

Subject: Verification of Authorized Bank Representative Signature

Dear [Recipient Name/Sir/Madam],

This letter serves to formally confirm that the individual named below is an authorized representative of [Bank Name], located at [Bank Branch Address].

Authorized Representative Name: [Name of Bank Officer]

Job Title/Position: [Title, e.g., Branch Manager / Vice President]

Employee ID/Reference: [Insert ID Number if applicable]

The signature appearing below is the official signature of the aforementioned representative and is authorized for the signing of [describe type of documents, e.g., loan agreements, guarantees, or account verifications] on behalf of [Bank Name].

Specimen Signature:

[Name of Authorized Representative]

This authorization is valid until [Insert Expiration Date or "further notice"]. Should you require any further verification regarding this authorization, please contact our office at [Bank Phone Number] or via email at [Bank Email Address].

Sincerely,

[Signature of Senior Official]

[Name of Senior Official]

[Title of Senior Official]

[Bank Name]

[Bank Seal/Stamp]