Letter to a bank designating an authorized signatory

Subject: Authorized Signatory for Bank Transactions
Dear [Bank Manager Name],
We hereby authorize [Authorized Person Name] to operate the bank accounts of [Company
Name], including signing cheques, agreements, and executing banking transactions on behalf of the
company.
This authorization is valid until further notice.
Kindly update your records accordingly.
Sincerely,
[Your Name]

Get more templates here:

[Designation]

[Company Name]

 $\underline{https://www.letters and templates.com/letters/authorized-signatory-letter-format}$