**To**

**[The Recipient Name]  
[Designation]**

**Subject: Authorization of signatory addition**

Dear Sir/Madam,

I would like to say that I am an account holder in your bank with (mention the account number) of type (mention the type of account whether saving or current) in the branch (mention the branch number and its location).

As per the decision of the company, Mr. ABC has been added as an authorized person or signatory. Mr. ABC is a new addition to our company, and I would like to authorize him to carry out transactions regarding money as per the decision of the board.

I am enclosing all the necessary documents along with this letter and the copy of the decision taken by the board with respect to giving authorization. I would like to request you to add Mr. ABC as a signatory. I will be highly thankful to you for this act of kindness.

If you have any queries regarding this matter, you can contact me on (mention your phone number).

Regards,

Name of the sender  
Designation of the sender in the company  
Name of the company

Signatures of the sender

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_