

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]

[Designation]

[Company Name]

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