

Business Partnership Account Authorization

Subject: Partnership Account Signing Authority Update

Dear Business Banking Department,

We are writing to update the signing authority for our partnership account [Account Number] registered under [Partnership Name].

Partnership changes requiring account updates:

- New partner addition: [New Partner Name]
- Existing partner role modification: [Partner Name] - [New Role]
- Updated signing requirements: [Specify requirements]

All partners consent to these changes as reflected in our amended partnership agreement (copy attached).

New signing matrix:

- Daily operations: Any single partner
- Large transactions (over \$[Amount]): Two partner signatures
- Major decisions: All partners required

We request updated signature cards and account documentation to reflect these changes.

All partners will visit your branch on [Proposed Date] to complete the authorization process.

Thank you for your continued partnership.

On behalf of [Partnership Name],

[Partner Names and Signatures]

[Date]

Get more templates here:

<https://www.lettersandtemplates.com/letters/sample-authorization-letter-to-bank-for-signing-authority>