

Signature Authority Notification

Date: [Insert Date]

To: [Bank Name]

Address: [Bank Address]

Subject: Notification of Signature Authority

Dear [Bank Manager's Name],

We hereby notify you that the following individuals have been granted signature authority on behalf of [Company Name]:

- **Name:** [Authorized Person 1] - **Title:** [Title 1]
- **Name:** [Authorized Person 2] - **Title:** [Title 2]

This authority allows the aforementioned individuals to conduct banking transactions on behalf of [Company Name], including but not limited to signing checks, making withdrawals, and managing accounts.

If you have any questions or require further confirmation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Company Phone Number]

[Company Email Address]