

Format for Letter to Change Authorized Signatory in Bank Account

From:

Sumit Arora

Chairman

Weston Computer Hardware Company

52, Park Avenue Street, Delhi (India)

Date: 01.1.2018

To,

Aroon Goyal

Branch Manager

City Bank, Delhi (India)

Sub: Change of Authorized Signatory

Dear Sir,

We would like to inform you that as per the last Board of Directors meeting of our company held on 30.1.2018, authorized signatory for our CC Account No. 123-456-789 in the name of Weston Computer Hardware Company, has been changed from Mr. Sunny Ponia to Mr. Ankur bhatia.

We would request you to process this change with your bank so that all the cheques and other bank documents are signed by Mr. Ankur bhatia are considered valid.

Please find enclosed with this letter, a copy of Resolution made by the Board and the specimen of signatures of Mr. Ankur bhatia. For any further details, please feel free to contact us.

Regards,

Sumit Arora

Chairman

Weston Computer Hardware Company

Enclosures:

1. Signature specimen for Mr. Ankur bhatia.

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Sample Board Resolution To Change Bank Signatories

[Sample Board Resolution To Change](#)

If you were to constraint such a