

Company Bank Account Authorization Letter Sample

This **company bank account authorization letter sample** provides a clear template for authorizing representatives to manage business banking activities on behalf of the company. It ensures compliance by detailing the scope of authority and necessary signatures. Using this sample streamlines the process of granting access to corporate bank accounts securely and efficiently.

Sample Authorization Letter

Date: [Insert Date]

To:
The Branch Manager
[Bank Name]
[Branch Address]

Subject: Authorization to Operate Company Bank Account

Dear Sir/Madam,

We, **[Company Name]**, registered at **[Company Address]**, having Company Registration Number **[Registration Number]**, hereby authorize the following individual(s) to operate, manage, and sign on behalf of our company for all banking transactions with account number **[Company Bank Account Number]** maintained at your branch:

- **Name:** [Authorized Person's Name]
- **Designation:** [Authorized Person's Position]
- **Contact Number:** [Authorized Person's Contact]
- **Specimen Signature:** _____

Scope of Authority:

- Deposit and withdraw funds
- Sign checks and other negotiable instruments
- Access bank statements and manage internet banking facilities
- Undertake any other banking activities as required for regular business operations

This authorization is valid from **[Start Date]** until **[End Date/Until Further Notice]**.

If you require any further clarification, please contact us at [Company Contact Number] or email at [Company Email Address].

Thank you for your cooperation.

Sincerely,

[Authorized Signatory Name]
[Designation]
For **[Company Name]**

[Authorized Signatory Name]
[Designation]
For **[Company Name]**

Company Seal:

(Affix Company Seal Here)