

**Authority to operate the account**

(Please insert date)

To,  
The Manager,  
(Please insert name of the bank),  
(Please insert the address of the bank),

**Subject: Authority letter to operate account**

Sir,

I \_\_\_\_\_ (**please insert name**) holder of account no. \_\_\_\_\_ (**please insert the account number**) in your Bank as proprietor of M/S \_\_\_\_\_ (**please enter name of the business**) hereby authorize Mr. / Ms. (**Please insert name of the relevant person**) whose signatures are appended in duplicate below to operate on my said account which I have maintained with the Bank since (**Please insert date**). Mr. / Ms. \_\_\_\_\_, shall be operating the account and sign cheques as my attorney, till further orders.

\_\_\_\_\_

Signed

(Please insert name of attorney)

\_\_\_\_\_

Signed

(Please insert name of account holder)