

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: Mode of Operation Letter

Dear [Bank Manager's Name],

I am writing to confirm the mode of operation for [Your Company/Account Name], account number [Account Number].

[Briefly state the mode of operation, e.g., "The account will be operated by any two of the three authorized signatories: [Names and Titles]."]

Please find attached any necessary documentation supporting this operation mode.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]