

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Bank's Name]  
[Bank's Address]  
[City, State, Zip Code]

Dear [Bank Manager's Name or "To Whom It May Concern"],  
Subject: Mode of Operation for Bank Account Management

I am writing to formally inform you of the mode of operation for my bank account [Account Number: XXXX-XXXX-XXXX]. Please find the details below:

1. **\*\*Account Holder Information\*\***

- Name: [Your Name]
- Type of Account: [e.g., Checking/Savings]
- Account Number: [Account Number]

2. **\*\*Mode of Operation\*\***

- [Specify mode, e.g., "Jointly by both account holders", "Individually by primary account holder only"]
- [If applicable, provide further details on transaction limits, required signatures, etc.]

3. **\*\*Authorized Signatories\*\*** (if applicable)

- [Name of Authorized Signatory 1]
- [Name of Authorized Signatory 2]
- [Roles, if applicable]

4. **\*\*Special Instructions\*\***

- [Any additional instructions relevant to account management]

Please process this information and update your records accordingly.  
Should you require any further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position (if applicable)]