

[Your Bank's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Institution/Company]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Mode of Operation for [Account/Service Name]

We are writing to provide you with the details regarding the mode of operation for your [account/service name] with [Bank Name].

****Account/Service Details****

- Account Number: [Account Number]

- Account Type: [e.g., Checking/Savings]

- Primary Account Holder: [Account Holder Name]

****Authorized Signatories****

- [Signatory Name 1] - [Position/Role]

- [Signatory Name 2] - [Position/Role]

****Mode of Operation****

- [Describe the mode of operation, e.g., "Jointly by all signatories," "Any one signatory," etc.]

****Additional Instructions****

- [Include any relevant information, such as limits on transactions, required signatures, etc.]

Should you have any questions or require further clarification, please do not hesitate to contact us at [Bank's Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Bank Name]

[Bank's Contact Information]

[Bank's Website]