Board Resolution Letter for Account Opening

**[Company/Organization Name]**

**[Company/Organization Address]**

**[City, State, Zip Code]**

**Date: [Insert Date]**

**To:  
[Bank's Name]  
[Bank's Address]  
[City, State, Zip Code]**

**Subject: Authorization to Open a New Account**

**Dear [Bank's Name],**

**As per the resolution passed during the Board of Directors meeting on [meeting date], this letter serves as formal authorization to open a new account under the name of [Company/Organization Name].**

**Resolution:**

**The Board authorizes the opening of [type of account] at [Bank's Name], and the following officers, [Name(s) of Officer(s)], are hereby authorized to operate the account on behalf of [Company/Organization Name].**

**Be it resolved that:**

1. **The account shall be used for [specific purposes or general company operations].**
2. **All transactions require dual signatures from the authorized officers.**

**Please find attached a certified copy of the resolution passed by the Board of Directors. We request the bank to facilitate the opening of the account as per the specifications mentioned.**

**For any further information or clarification, feel free to contact us at [Your Contact Information].**

**Regards,**

**[Signature]  
[Printed Name of Secretary or Authorized Officer]  
[Title]  
[Date]**