

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]