[ADDRESS]

[DATE]

THE BRANCH MANAGER

[NAME OF BANK]

[BANK ADDRESS]

Dear Sir/Madam,

APPLICATION FOR CHANGE OF SIGNATORIES

The executives of the above-mentioned school wish to apply for the change of signatories to the account number [000000000000000000] which happens to be the account for [NAME OF ASSOCIATION OR BUSINESS].

This has become necessary following the transfer of Mr. Samuel Abbey and the appointment of Mrs. Belinda Quaye to new schools for which reason they can no longer serve as signatories to the account. We have at a general meeting passed a new resolution and appointed new signatories.

Thus, Mr. Joy Sampey; the new head teacher, and the deputy headteacher; Mr. Addo Laryea becomes the new signatories to the account.

OLD SIGNATORIES: NEW SIGNATORIES:

Mr. Samuel Abbey .................................... Mr. Joy Sampey ...............................

Mrs. Belinda Quaye .................................. Mr. Addo Laryea .................................

Find attached a copy of our resolution that altered our current signatories for your records.

We hope this request will be duly considered and granted as we count on you for a favourable response.

Yours faithfully,

..............................

Mr. Samuel Abbey