[SCHOOL’S 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 SCHOOL].

This has become necessary following the transfer of Mr. John Doe and the appointment of Mr. Johannes Doe as the new headteacer of the school.

Thus, Mr. Johannes Doe; the new heateacher and the deputy headteacher; Mr. Johnson Doe become the new signatories to the account.

**OLD SIGNATORIES: NEW SIGNATORIES:**

Mr. John Doe .................................... Mr Johannes Doe ................................

Mr. Johnson Doe .................................. Mr. Johnson Doe .................................

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

Yours faithfully,

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

Mr Johannes Doe