[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 **[1234567900000]** which happens to be the account for [NAME OF SCHOOL].

This has become necessary following the transfer of **[ ENTER NAME 1]** and the appointment of **[ ENTER NAME 2 ]** as the new Headteacher of the school.

Thus, **[ ENTER NAME 2]**; the new Headteacher and the Assistant headteacher; **[ ENTER NAME 2]** become the new signatories to the account.

**OLD SIGNATORIES: NEW SIGNATORIES:**

**[ ENTER NAME ]** .................................... **[ ENTER NAME ]**  ................................

**[ ENTER NAME ]**.................................. **[ ENTER NAME ]** .................................

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

Thank You

Yours faithfully,

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

**[ ENTER NAME ]**