**Agatha Wilberforce  
Plot 100 Airport Ridge  
P.O.Box 01008 MC  
Takoradi**

**[Date]**

**[Bank Name]  
[Bank Address]  
[City, State, Zip Code]**

**AUTHORIZATION OF NEW SIGNATORY ON ACCOUNT**

Dear Manager

I am writing to authorize a new signatory on my account with the following details:

**Account Holder Name:** [Your Name]  
**Account Number:** [Your Account Number]

I would like to authorize [New Signatory's Full Name] as a new signatory on this account. Please find below the necessary details for [New Signatory's Full Name]:

* **Full Name:** Agatha Naa Dedei Baiden
* **Address:** Plot 7 Agyeman Gyasi Street Aboabo Kesse
* **Contact Number:** +233246697205
* **Email Address:** dedeibaiden@gmail.com

Agatha Naa Dedei Baiden will have the authority to sign all necessary documents, including checks, and make financial transactions on my behalf concerning the above-mentioned account.

Kindly update your records accordingly and provide the new signatory with any necessary access credentials and information. Please do not hesitate to contact me if you require any further information or documentation.

Thank you for your assistance.

Yours Faithfully,

[Your Signature]  
[Your Printed Name]