

On the Letter Head of company

Date: dd /mm/YYYY

The Manager
Doha Bank
Corporate Branch
Doha, Qatar

Dear Sir/Madam,

Subject: Request for updation of Mobile number and email id on Corporate Portal

This is to request you to update DBank Tadbeer – users Email id and Mobile number.

Our company account number is:

User Name	Role	Old Mobile number	New Mobile number	Old email id	New email id
	Maker				
	Verifier				
	Approver				

*The above amendment/update of mobile number and email id would be made on the DBank Tadbeer for the purpose of sending the One-time password (OTP) to respective users for logging-in

* This letter is not to be used for adding/deleting/editing any user name. This is for all existing registered user ids only.

We confirm that the details of the new mobile numbers and e-mail ID's provided in this letter are accurate.

Any further queries in this regard please contact Mr. on his mobile or landline number.

I hereby confirm that the above information is true.

Letter to be signed by all authorized signatories.