

Authorization Letter To Bank Template

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Bank Manager's Name]

[Bank Name]

[Bank Address]

[City, State, ZIP Code]

Subject: Authorization Letter for [Specific Transaction or Purpose]

Dear [Bank Manager's Name],

I, [Your Full Name], holder of [Type of Account, e.g., savings or checking] account number [Account Number], hereby authorize [Name of Authorized Person] bearing identification number [ID Number], to act on my behalf in all manners relating to [specific transaction or purpose, e.g., account management, making withdrawals, depositing funds, etc.] at your bank.

This authorization will include the ability to [list all specific powers granted, e.g., withdraw funds, check account balance, deposit money, access account information]. Please find attached a copy of [Authorized Person's Name]'s ID for verification purposes.

This authorization is valid from [Start Date] until [End Date], unless otherwise revoked in writing. Please ensure all transactions made by [Authorized Person's Name] during this period are duly noted in the account records and I should be notified of the same through my registered email address or phone number.

Should you require any further information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation and prompt attention to this matter.

Yours sincerely,

[Your Signature]

[Your Name]

[Your Contact Information]

Attachments: Copy of [Authorized Person's Name] ID