### horizontal line**Bank Proxy Letter**

**[Your Name]**[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

**[Date]**

**To Whom It May Concern,**

**Subject: Bank Proxy Authorization**

I, **[Your Full Name]**, with [ID/Passport Number: [Your ID/Passport Number]], authorize **[Proxy’s Full Name]**, residing at **[Proxy’s Address]**, to act as my proxy for conducting transactions and other matters at **[Name of Bank]**. This includes, but is not limited to, withdrawing funds, depositing checks, or managing my account.

This authorization is valid from **[start date]** to **[end date]**.

**Details of Authorization:**

* **Authorized Action:** Banking transactions and account management.
* **Reason for Proxy:** [Brief reason, e.g., medical leave].
* **Duration:** [Validity period of the authorization].

Please feel free to contact me at [Your Contact Information] for any further clarification.

**Sincerely,**

[Your Signature]  
[Your Full Name]