
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]