**Authorization Letter to Bank**

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

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

### **Subject: Authorization to Handle Banking Transactions**

**Dear [Bank Manager's Name],**

I am writing this letter to formally authorize [Authorized Person's Name], my [relationship or title], to handle all banking transactions regarding my account [mention account number] at your branch. This authorization includes the ability to withdraw funds, make deposits, and inquire about account balances as needed.

This authorization is effective from [Start Date] and will remain in effect until [End Date]. Please ensure that all transactions are documented and can be reviewed upon my request.

Attached are copies of my identification (ID or passport) along with [Authorized Person’s Name] identification for your records.

**Thank you for your cooperation.**

**Sincerely,**

**[Your Signature]  
[Your Printed Name]**