

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]