

AUTHORIZATION LETTER TO BANK

[Your Full Name]
[Your Address]
[City, State, ZIP Code]
[Your Phone Number]
[Your Email Address]
[Date]

[Bank Name]
[Bank Branch Address]
[City, State, ZIP Code]

Subject: Authorization Letter for Banking Transactions

Dear [Bank Manager's Name or To Whom It May Concern],

I, [Your Full Name], hereby authorize [Authorized Representative's Full Name], whose details are provided below, to act as my authorized representative for banking matters related to my account(s) held at [Bank Name]. This authorization is effective from [Start Date] to [End Date], unless otherwise revoked by me in writing.

Authorized Representative's Information:

- Full Name: [Authorized Representative's Full Name]
- Address: [Authorized Representative's Address]
- Phone Number: [Authorized Representative's Phone Number]
- Email Address: [Authorized Representative's Email Address]
- Relationship to Me: [Authorized Representative's Relationship]

Tasks and Limitations:

[Specify the tasks and limitations for the authorized representative. For example:]

- [Authorized Representative's Name] is authorized to withdraw funds from my account(s) numbered [Account Number(s)] up to a maximum of [Specify Amount or Limit] per transaction.
- [Authorized Representative's Name] is authorized to make deposits on my behalf and inquire about my account balance.
- This authorization does not include any authority to modify account details, access loan information, or make any changes to account settings.

I understand that by granting this authorization, I am allowing the authorized representative to act on my behalf and I will be responsible for any transactions made within the specified limits.

Enclosed with this letter are copies of my identification and the authorized representative's identification for your reference.

I kindly request you to please process any requests made by [Authorized Representative's Name] in relation to my account(s) during the specified period. If there are any concerns or questions, you may reach me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Full Legal Name]
[Your Signature]

Attachments:

- Copy of My Identification (e.g., Driver's License, Passport)
- Copy of Authorized Representative's Identification

[Notarization/Witness section if required:]

[Notary's/Witness's Name]
[Notary's/Witness's Signature]
[Notary's/Witness's Address]
[City, State, ZIP Code]
[Notary's/Witness's Date]