

# Bank Authorization Letter For Direct Deposit

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[Your Full Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

[Date]

[Bank Manager's Name or Title]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: Authorization for Direct Deposit

Dear [Bank Manager's Name or Title],

I, [Your Full Name], with the account number [Your Account Number] at [Bank Name], hereby authorize [Name of Employer or Paying Entity] to make direct deposits into my bank account listed above.

Please find attached the required forms and documents needed for setting up this direct deposit arrangement. This authorization will remain in effect until I issue written notice to terminate it.

Please process this request at your earliest convenience and confirm once the setup is complete. Should you need any further information or additional documentation to

facilitate this request, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Yours sincerely,

**[Your Signature]**

**[Your Full Name]**