
Bank Authorization Letter to Claim

[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 to Claim on My Behalf

Dear [Bank Manager's Name or Title],

I, [Your Full Name], holding an account in your bank with account number [Your Account Number], hereby authorize [Authorized Person's Name], who holds an identification number [ID Number] and whose signature appears below, to claim on my behalf the following:

- [Specify the items to be claimed, e.g., cash cheque, specific documents, funds from a transaction]

This authorization is effective from [Start Date] to [End Date]. Please allow [Authorized Person's Name] to perform the necessary transactions associated with the claiming

process. For identification purposes, [he/she] will present [his/her] valid photo ID (details mentioned above), along with this authorization letter.

I trust that this letter will suffice to authorize [Authorized Person's Name] to claim the above-mentioned items without any restrictions. Should you require any further verification or discussion, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter and for your ongoing service.

Yours sincerely,

[Your Signature]

[Your Full Name]

Authorized Person's Signature:

[Authorized Person's Signature]

[Authorized Person's Full Name]