

# Authorization Letter To Bank

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[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Bank Account Number]

[Date]

[Bank Name]

[Bank Branch Address]

[City, State, Zip Code]

Subject: Authorization for Banking Transactions

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

I, **[Your Name]**, holding an account with your bank under the account number **[Your Bank Account Number]**, hereby authorize **[Authorized Person's Name]**, bearing Identification Number [Authorized Person's ID Number], to conduct banking transactions on my behalf. This authorization includes but is not limited to, making deposits, withdrawing funds, and inquiring about account balances.

This decision comes due to [briefly state the reason, e.g., my current travel abroad, health issues, etc.], which prevents me from managing these activities personally for the time being.

Please find attached a photocopy of my identification (ID type: **[Your ID Type]**, ID number: **[Your ID Number]**) along with [Authorized Person's Name]'s identification for your records and verification purposes.

This authorization is effective from **[Start Date]** and will remain in effect until **[End Date]**, unless explicitly revoked in writing by me prior to this date.

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I trust that **[Authorized Person's Name]** will handle the banking transactions with the utmost responsibility, and I assure you that any actions taken by them on my behalf are with my full consent.

I appreciate your bank's cooperation in facilitating this process and ensuring the continuation of smooth transactions regarding my account during my absence.

Should you require any further clarification or additional documentation, please feel free to contact me at **[Your Phone Number]** or **[Your Email Address]**.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]