

# Authorization Letter For Bank Account

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Date]

[Bank Name]

[Bank Address]

[City, State, ZIP Code]

Subject: Authorization Letter for Bank Account

To Whom It May Concern,

I, [Your Full Name], am writing this letter to formally authorize [Authorized Person's Full Name] to act on my behalf in all matters related to my bank account, [Account Number], held at [Bank Name].

This authorization includes, but is not limited to, making deposits, withdrawals, fund transfers, and any other banking transactions.

I understand that by granting this authority, [Authorized Person's Full Name] will have full access to my account and may conduct transactions as necessary. I hereby accept any and all consequences of their actions on my behalf.

Please find below the details of the authorized person:

Full Name: [Authorized Person's Full Name]

Date of Birth: [Authorized Person's Date of Birth]

Address: [Authorized Person's Address]

Contact Number: [Authorized Person's Phone Number]

Relationship to Account Holder: [Relationship]

This authorization is valid from [Start Date] to [End Date] unless revoked earlier in writing. I reserve the right to terminate this authorization at any time by providing written notice to the bank.

I have attached copies of my identification documents and the authorized person's identification

documents for verification purposes.

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

Thank you for your prompt attention to this matter. I appreciate your assistance in ensuring the smooth management of my bank account.

Sincerely,

[Your Signature]

[Your Full Name]

[Account Holder's Signature if mailing a physical copy]

Enclosures:

1. Copy of Account Holder's Identification Documents
2. Copy of Authorized Person's Identification Documents (if available)