Authorization Letter For Bank Transactions

[Your Name] [Your Address] [City, State, ZIP Code] [Email Address] [Phone Number] [Date] [Bank Name] [Bank Address] [City, State, ZIP Code] Subject: Authorization Letter for Bank Transactions To Whom It May Concern,

I, [Your Name], am writing this letter to formally authorize [Authorized Person's Full Name] to conduct various banking transactions on my behalf at [Bank Name], located at [Bank Address]. I understand that [Authorized Person's Full Name] will be acting as my representative for the following banking activities:

- 1. Withdraw funds from my account, including cash withdrawals and cashier's checks.
- 2. Deposit funds into my account, including cash and checks.
- 3. Make transfers between my accounts within the bank.
- 4. Initiate electronic fund transfers, including bill payments and wire transfers.
- 5. Inquire about my account balance and transaction history.
- 6. Update my account information, such as contact details and address.

I authorize [Authorized Person's Full Name] to sign all necessary documents and forms related to the above-mentioned transactions and to provide any required identification on my behalf. I

acknowledge that any transactions made by [Authorized Person's Full Name] will have the same

legal effect as if I had personally conducted them.

This authorization is valid from [Start Date] to [End Date], unless revoked in writing before the expiration date. I understand that I am solely responsible for any actions or transactions conducted by [Authorized Person's Full Name] during the authorized period.

I have attached copies of my government-issued photo identification (such as a driver's license or passport) and [Authorized Person's Full Name]'s government-issued photo identification for verification purposes.

Please provide [Authorized Person's Full Name] with any necessary information or assistance they may require to fulfill their duties as my authorized representative. You can reach me at [Your Phone Number] or [Your Email Address] if you need to verify the authenticity of this letter.

Thank you for your prompt attention to this matter. I appreciate your cooperation in granting this authorization.

Sincerely,

[Your Signature]

[Your Full Name]

Enclosures:

1. Copy of [Your Government-Issued Photo Identification]

2. Copy of [Authorized Person's Government-Issued Photo Identification]