

# 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]