

Authorization Letter For Bank Withdrawal

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Date]

[Bank Name]

[Branch Address]

[City, State, ZIP Code]

Subject: Authorization Letter for Bank Withdrawal

To Whom It May Concern,

I, [Your Name], am writing this letter to authorize [Authorized Person's Full Name] to make withdrawals from my bank account [Account Number] on my behalf. I am unable to personally visit the bank due to [mention the reason for your absence, such as illness, travel, or other commitments].

I hereby grant [Authorized Person's Full Name] full authority to withdraw funds, sign any necessary documents, and perform any actions required for the purpose of withdrawal from the aforementioned account. The details of the authorized person are as follows:

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 Contact Number]

Identification Type: [e.g., Driver's License, Passport]

Identification Number: [Authorized Person's ID Number]

This authorization is effective from [Start Date] and will remain in effect until [End Date] unless otherwise revoked by me in writing. I understand that any transactions conducted by the authorized person will be considered valid and binding.

I kindly request the bank to cooperate fully with [Authorized Person's Full Name] and provide any assistance they may require during the withdrawal process. I also request the bank to provide them with any necessary information regarding the account balance and transaction details.

I appreciate your prompt attention to this matter. If you require any further information or documentation, please do not hesitate to contact me at [Your Contact Number] or [Your Email Address].

Thank you for your understanding and cooperation.

Sincerely,

[Your Signature]

[Your Full Name]

[Your Contact Number]

[Your Email Address]

Note: Make sure to customize the letter with accurate details, including names, dates, account information, and specific instructions as needed. Additionally, some banks may have their own specific authorization forms or procedures, so it's a good idea to check with your bank and follow their guidelines.