

Authorization Letter To Bank Manager

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Date]

[Bank Manager's Name]

[Bank Name]

[Bank Address]

[City, State, ZIP Code]

Dear [Bank Manager's Name],

I am writing this letter to formally authorize [Authorized Person's Name] to act on my behalf in all matters related to my bank account [Account Number] held at [Bank Name]. I am unable to personally attend to my banking affairs due to [Reason for Authorization, e.g., travel, medical reasons, etc.].

I hereby grant [Authorized Person's Name] full authority to perform the following actions on my behalf:

1. Make deposits and withdrawals from my account.
2. Initiate and manage electronic fund transfers, including bill payments.
3. Sign any documents or forms necessary for banking transactions.
4. Inquire about my account balance, transaction history, and other relevant information.
5. Update my personal information, such as address and contact details.

This authorization is valid from [Start Date] to [End Date], unless otherwise revoked in writing. I understand that I will be responsible for any actions or decisions made by [Authorized Person's Name] on my behalf during this period.

I have attached a copy of [Authorized Person's Name]'s photo identification (e.g., passport, driver's license) and a signed copy of this letter as proof of my authorization.

I kindly request you to provide [Authorized Person's Name] with all necessary assistance and support to ensure smooth transactions and interactions during the authorized period.

Thank you for your prompt attention to this matter. Should you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]

[Your Full Name]

[Your Contact Information]

Enclosures:

1. Copy of [Authorized Person's Name]'s photo identification
2. Signed copy of this authorization letter