

# Formal Authorization for Account Access

Subject: Authorization Letter for Account Access

Dear Bank Manager,

I, [Your Full Name], holder of account number [Account Number] at your esteemed branch, hereby authorize my [Relationship] [Authorized Person's Name] to access my bank account and perform transactions on my behalf.

Due to my current travel abroad for business purposes, I require someone trustworthy to handle my banking needs during my absence from [Start Date] to [End Date]. The authorized person has been provided with all necessary identification documents and is aware of their responsibilities.

The authorization includes but is not limited to: withdrawing funds up to \$2,000 per transaction, depositing checks, obtaining account statements, and making balance inquiries. I have attached a copy of both our identification documents and a signed authorization form.

Please provide the authorized person with the same level of service and assistance you would provide to me directly. Should you require any additional documentation or have concerns, please contact me at [Phone Number] or [Email Address].

Thank you for your cooperation in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Date]

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