

Authorization Letter To Use Atm Or Credit Card

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Date]

[Bank/Credit Card Issuer Name]

[Bank/Credit Card Issuer Address]

[City, State, ZIP Code]

Subject: Authorization to Use ATM Card/Credit Card

Dear [Bank/Credit Card Issuer Name],

I, [Your Full Name], residing at [Your Address], am writing this letter to authorize [Authorized Person's Full Name], whose full address is [Authorized Person's Address], to use my ATM card/credit card, bearing number [Card Number], for the following purposes:

1. To withdraw cash from ATMs.
2. To make purchases and payments using the credit card.
3. To perform any other transactions that are within the legal and permissible limits of the card.

This authorization is valid from [Start Date] to [End Date], or until further notice. I understand that I am solely responsible for any and all transactions made using the authorized card during this period.

I hereby confirm that I have given explicit consent for [Authorized Person's Full Name] to use my ATM card/credit card on my behalf. I also acknowledge that I am aware of the potential risks and responsibilities associated with granting this authorization.

Please ensure that [Authorized Person's Full Name] presents appropriate identification and adheres to all security measures and guidelines set by your institution while using my card.

I understand that I can revoke this authorization at any time by notifying your customer service department in writing.

Thank you for your attention to this matter. I trust that you will handle this authorization with the

utmost care and discretion.

Sincerely,

[Your Signature]

[Your Full Name]

[Your Contact Number]

[Your Email Address]

Enclosures:

- Copy of my ID (for verification purposes)
- Copy of [Authorized Person's Full Name]'s ID (for verification purposes)