

Formal Letter

Subject: Authorization to Use ATM Card

Dear [Bank Manager's Name],

I, [Your Full Name], hereby authorize [Authorized Person's Full Name] to use my ATM card linked to account number [Account Number] at [Bank Name]. This authorization is valid from [Start Date] to [End Date].

Please allow [Authorized Person's Name] to perform transactions including withdrawals, deposits, and balance inquiries on my behalf. I take full responsibility for any transactions made by the authorized person during this period.

Thank you for your assistance.

Sincerely,

[Your Name]

[Signature]

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