Sample Authorization to Close Bank Account

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Date]

To Whom It May Concern,

I, [Your Name], hereby authorize [Authorized Person's Name] to close my bank account [Account Number] with [Bank Name].

I grant permission for [Authorized Person's Name] to initiate the necessary steps to close the account and withdraw any remaining funds.

Please consider this letter as my formal authorization to close the bank account.

Sincerely,

[Your Signature]

[Your Printed Name]