

Authorization Letter for Bank Transactions

Subject: Authorization to Conduct Bank Transactions

Dear [Bank Manager/Bank Name],

I, [Your Full Name], holding account number [Account Number], hereby authorize [Authorized Person's Full Name], bearing identification number [ID Number], to conduct banking transactions on my behalf.

This authorization includes, but is not limited to, depositing funds, withdrawing cash up to [Amount Limit], obtaining account statements, and making balance inquiries. This authorization is valid from [Start Date] to [End Date].

The authorized person's signature specimen is attached herewith for your records and verification purposes.

Please provide [Authorized Person's Name] with the necessary assistance to complete these transactions. I take full responsibility for all transactions conducted under this authorization.

Thank you for your cooperation.

Sincerely,

[Your Full Name]

[Your Signature]

[Date]

[Contact Information]

Acknowledged by Authorized Person:

[Authorized Person's Signature]

[Date]

Get more templates here: <https://www.lettersandtemplates.com/letters/authorization-letter>