

Formal Bank Transaction Authorization

Subject: Authorization for Banking Operations

Dear Bank Manager,

This letter serves as formal authorization for Mr./Ms. [Authorized Person's Name] to conduct banking transactions on behalf of [Company/Individual Name].

The authorized person is granted permission to:

- Make deposits and withdrawals
- Obtain account statements and balance inquiries
- Process wire transfers up to [Amount Limit]
- Handle loan documentation and payments

Account Details:

Account Name: [Account Holder Name]

Account Number: [Account Number]

Authorization Period: [Start Date] to [End Date]

I acknowledge full responsibility for all transactions conducted under this authorization. Please verify the identity of the authorized person through the attached identification documents.

Respectfully,

[Your Name]

[Account Holder Signature]

[Date]

Witness: [Witness Name and Signature]

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