

# Sample Authorization Letter To Bank For Signing Authority

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Bank Name]

[Branch Address]

[City, State, ZIP Code]

Subject: Authorization for Signing Authority on [Your Account Type] Account

To Whom It May Concern,

I, [Your Name], am writing this letter to authorize [Authorized Person's Name] to act on my behalf regarding my [Your Account Type] account, held at [Bank Name], account number [Account Number]. I am unable to personally visit the bank due to [Reason for Not Being Able to Visit].

I hereby grant [Authorized Person's Name] full authority to sign, execute, endorse, withdraw, and transact on my [Your Account Type] account mentioned above. This authority includes, but is not limited to:

1. Signing documents related to the account.
2. Withdrawing funds from the account.
3. Depositing funds into the account.
4. Initiating electronic transactions, including transfers and bill payments.
5. Accessing account statements and information.
6. Any other banking transactions required for the proper management of the account.

This authorization is effective from [Start Date] until further notice. I understand that any actions taken by [Authorized Person's Name] on my behalf will be considered binding and have the same

effect as if I had personally conducted them. I also understand that I remain fully responsible for all transactions conducted under this authorization.

Enclosed with this letter are the following documents for verification purposes:

1. Copy of my government-issued ID (e.g., passport, driver's license).
2. Copy of [Authorized Person's Name]'s government-issued ID (e.g., passport, driver's license).
3. Copy of the power of attorney or other legal documents, if applicable.

I kindly request you to process this authorization and update your records accordingly. Please provide [Authorized Person's Name] with any necessary access, information, or documentation needed to fulfill their authorized duties.

If you require any additional information or documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Full Name]

[Your Signature]