

Personal Account Third-Party Authorization

Subject: Account Access Authorization for [Authorized Person's Name]

Dear [Bank Name] Customer Service,

I am writing to formally authorize [Authorized Person's Name] to access and conduct transactions on my personal account [Account Number] on my behalf.

Due to [reason - travel, medical condition, business commitments], I require this person to handle my banking needs temporarily.

Authorized activities include:

- Deposit and withdrawal transactions
- Balance inquiries
- Bill payments
- Check ordering
- Account maintenance requests

This authorization is valid from [Start Date] to [End Date] or until I provide written revocation.

The authorized person's identification details are enclosed along with their signature specimen.

Thank you for your assistance.

Best regards,

[Your Full Name]

[Account Holder Signature]

[Date]

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