

Authorization Letter for Bank Transactions

[Your Name]

[Your Address]

[City, State ZIP Code]

[Date]

To Whom It May Concern,

I, [Your Full Name], holder of account number [Account Number] at [Bank Name], hereby authorize [Authorized Person's Full Name], bearing ID 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], requesting account statements, and making balance inquiries. This authorization is valid from [Start Date] to [End Date].

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

I take full responsibility for all transactions conducted by the authorized person during this period.

Sincerely,

[Your Signature]

[Your Printed Name]

[Contact Number]

Attachments:

- Copy of my ID
- Copy of authorized person's ID
- Specimen signature of authorized person

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