

Sample authorization letter to issue a bank statement

Your Name

Your Address

Your Contact Details

Bank Name

Bank Address

Subject: Authorization Letter

I am writing to give permission to [my wife Jennifer Smith], identified by passport number [123456], to issue and receive bank statements from my savings account at [the United Bank], identified by account number [789456] under the name of [your name].

This authorization is valid from [start date] till [end date].

[List of exclusions if any].

Sincerely,

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