

Transaction Authorization Letter: sample authorization to allow someone to withdraw cash from your account

Your Name

Your Address

Your Contact Details

Bank Name

Bank Address

Subject: Authorization Letter

This letter is to authorize [Mr. John Smith], my cousin and identified by ID number [123456], to withdraw cash from my current account number [45268] at [the Federal Bank].

[Mr. John] may withdraw no more than [\$30,000] in a single calendar month. This authorization is valid from the date of this letter till [end date] or otherwise explicitly invalidated.

[List of exclusions if any]

* [Mr. John] may not set up standing orders to transfer funds.

* Funds may only be withdrawn in cash.

* [Other Exclusions]

Sincerely,

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