## **Bank transaction authorization letter**

Subject: Authorization for Banking Transactions

Dear Branch Manager,

I, Michael Brown, authorize Mrs. Sarah Lee to perform all banking transactions on my account number 12345678 at your branch. This includes deposits, withdrawals, and inquiries, effective from September 15th, 2025, until further notice.

Please extend all necessary support to Mrs. Lee regarding these transactions.

Thank you,

Michael Brown

## **Get more templates here:**

https://www.lettersandtemplates.com/letters/third-party-authorization-letter