

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: ATM Withdrawal Permission Letter

Dear [Bank Manager's Name],

I, [Your Name], hold an account with your bank under the account number [Your Account Number]. I am writing to grant permission for [Authorized Person's Name], holding the relationship of [Relation, e.g., friend, family member], to withdraw cash on my behalf from my ATM account due to [reason for absence, e.g., being out of town, medical reasons].

I authorize [Authorized Person's Name] to perform my ATM withdrawals for the amount of [specify amount or 'up to' if variable] for the period from [start date] to [end date]. I have provided them with my ATM card and the necessary PIN for this transaction.

Please find attached a photocopy of my ID for verification purposes.

Thank you for your assistance and cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]