

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

[Recipient's Name]
[Company/Bank Name]
[Company/Bank Address]
[City, State, Zip Code]

Subject: Authorization Letter for Account Access

Dear [Recipient's Name],

I, [Your Full Name], hereby authorize [Authorized Person's Full Name] to access my account with [Company/Bank Name] for the purpose of [specific purpose, e.g., obtaining account information, withdrawing funds, etc.].

Account Details:

Account Holder: [Your Full Name]
Account Number: [Your Account Number]

I confirm that I am granting this authorization willingly, and I understand that [Authorized Person's Full Name] will have access to my account information as specified.

This authorization is valid until [specify expiration date] or until I provide written notice of revocation.

Thank you for your assistance.

Sincerely,

[Your Signature]
[Your Printed Name]