

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

Subject: Authorization Letter for Bank Transactions

To Whom It May Concern,

I, [Your Name], holding account number [Account Number], hereby authorize [Authorized Person's Name] to act on my behalf regarding my bank transactions.

This authorization includes the following:

1. Accessing account information
2. Making deposits and withdrawals
3. Signing documents related to my account

This authorization is valid from [Start Date] to [End Date].

Thank you for your assistance.

Sincerely,

[Your Signature]
[Your Printed Name]