

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

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Authorization for Bank Account Access

To Whom It May Concern,

I, [Your Name], am writing to formally authorize [Authorized Person's Name] to have access to my bank account with [Bank Name] under the following account details:

****Account Holder's Name:**** [Your Name]

****Account Number:**** [Your Account Number]

****Type of Account:**** [Savings/Checking/etc.]

[Authorized Person's Name] is permitted to perform the following actions on my behalf:

- Inquiry about account balance
- Transaction history requests
- Deposits and withdrawals

This authorization is effective from [Start Date] until [End Date] or until revoked by me in writing.

Please provide [Authorized Person's Name] with the necessary assistance regarding account access.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]