

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

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

Subject: Authorization to Withdraw Funds

Dear [Recipient's Name],

I, [Your Name], account holder of [Account Number] at [Bank/Financial Institution Name], hereby authorize [Authorized Person's Name] to withdraw funds from my account on my behalf.

Details of the authorization are as follows:

- Amount to be withdrawn: [Amount]
- Purpose of withdrawal: [Purpose]
- Date of withdrawal: [Date]

I confirm that I have reviewed and understood the implications of this withdrawal. Please provide [Authorized Person's Name] with the necessary assistance to facilitate this transaction.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]