

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

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

Subject: Letter of Authorization for Bank Transactions

To Whom It May Concern,

I, [Your Name], holding account number [Your Account Number] at [Bank's Name], hereby authorize [Authorized Person's Name], whose identification number is [ID Number], to perform the following transactions on my behalf:

1. Withdraw funds from my account.
2. Deposit funds into my account.
3. Obtain account balance information.
4. Request account statements.

This authorization is valid from [Start Date] to [End Date]. Please provide [Authorized Person's Name] with the necessary assistance regarding these transactions.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]