

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

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

Subject: Letter of Authorization for Bank Transactions

To Whom It May Concern,

I, [Your Full Name], holding account number [Your Account Number] at [Bank Name], hereby authorize [Authorized Person's Full Name] to act on my behalf for all matters relating to my bank transactions including, but not limited to, withdrawals, deposits, and account inquiries.

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

Sincerely,

[Your Signature]  
[Your Printed Name]