[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
RBC Bank
[Branch Address]
[City, State, Zip Code]
Subject: Authorization for Transaction
Dear [Bank Manager's Name],
I, [Your Name], holding the account number [Your Account Number], hereby
authorize [Authorized Person's Name], holding identification number [ID
Number], to perform the following transaction on my behalf:
[Specify the transaction details, e.g., withdrawal, deposit, transfer,
etc.]
[Amount]
[Date of Transaction]
This authorization is valid from [Start Date] to [End Date]. Please allow
them to complete this transaction regarding my account.
Thank you for your assistance.
Sincerely,
[Your Signature]
[Your Printed Name]