

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

ZFC Bank

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

Subject: Letter of Authorization

Dear Sir/Madam,

I, [Your Name], hereby authorize [Authorized Person's Name] to act on my behalf in all matters related to my account with ZFC Bank, account number [Your Account Number]. This authorization allows them to access account information, make transactions, and perform any necessary functions related to my account.

This authorization is effective from [Start Date] and will remain in effect until [End Date] or until I provide written notice to revoke it. Please assist [Authorized Person's Name] with any required processes during this period.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]