

[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 Full Name], holding account number [Your Account Number] at [Bank's Name], hereby authorize [Authorized Person's Full Name], holding identification number [Authorized Person's ID Number], to act on my behalf in all matters related to my bank account for the purpose of [specific transactions or general transactions].

This authorization includes, but is not limited to, the following transactions:

1. Withdrawal of funds
2. Deposit of funds
3. Transfer of funds
4. Access to account information

This authorization is valid from [Start Date] until [End Date] or until I provide written notice to revoke it.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]