

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

[Bank Manager's Name]
[Bank Name]
[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

Subject: Letter of Authorization

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

1. [Specify transaction, e.g., withdrawal, deposit, etc.]
2. [Specify transaction]
3. [Specify transaction]

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

I trust that you will extend your full cooperation in allowing [Authorized Person's Name] to complete the mentioned transactions.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]