

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

Subject: Authorization Letter for Bank Transactions

To Whom It May Concern,

I, [Your Full Name], holder of account number [Your Account Number] at [Bank Name], hereby authorize [Authorized Person's Full Name], with identification number [ID Number of Authorized Person], to act on my behalf regarding my banking transactions.

This authorization includes, but is not limited to, the ability to:

- Withdraw funds from my account
- Deposit funds into my account
- Obtain information regarding my account balance and transaction history

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

Please provide the necessary assistance to [Authorized Person's Full Name] during this period.

Thank you for your cooperation.

Sincerely,

[Your Signature]
[Your Printed Name]