

[Your Company Letterhead]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: Authorization to Open Bank Account

To Whom It May Concern,

I, [Your Name], [Your Position] at [Company Name], hereby authorize the following employee to open a bank account on behalf of [Company Name]:

Employee Name: [Employee's Full Name]

Employee ID: [Employee ID Number]

Position: [Employee's Position]

The purpose of this account is [brief reason for the account, e.g., managing travel expenses, payroll, etc.]. Please provide the necessary assistance to the mentioned employee during the account opening process. For any inquiries, please contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]