

Bank Authorization Letter

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's Name],

I, [sender's name] account number [.....] authorize Mr./Miss [enter name] to use my account for transaction and withdrawal between [enter date] to [enter date]. Since I shall be out of country on summer vacations, I shall not be able to take on to the bank activities myself. I, therefore, request you to consider this letter of authorization and grant him/her right to undertake the mentioned activities on my behalf.

Kindly inform me as soon as the authorization is made active.

[Your Name]

[Senders Title] -Optional-