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| |  | | --- | |  | | **Authority letter** Banking Transactions | |  | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  | | **Subject**: Authorization Letter for Banking Transactions  Dear [Recipient's Name],  I, [Your Full Name], am writing this letter to authorize [Authorized Agent's Full Name] to act on my behalf in specific banking and financial matters related to my account with [Bank Name]. I am the account holder of [Your Account Number].  I hereby grant [Authorized Agent's Full Name] permission to perform the following transactions and actions on my behalf:   * Make deposits and withdrawals from my account. * Initiate fund transfers between my accounts. * Access account statements and balances. * Inquire about transaction details and account status. * [Add any other specific transactions/actions you want to authorize.]   This authorization is effective from [Start Date] and will remain valid until [End Date] unless revoked earlier. I understand that I am solely responsible for any actions carried out by [Authorized Agent's Full Name] on my behalf.  **Please find below the details of the authorized Agent:**   * Full Name: [Authorized Agent's Full Name] * Identification Document: [Driver's License/Passport Number] * Contact Number: [Agent's Phone Number] * Email Address: [Agent's Email Address]   I request your cooperation and support in facilitating a smooth and efficient banking experience for [Authorized Agent's Full Name]. Kindly provide them with any assistance they may require carrying out the authorized transactions.  Thank you for your prompt attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any clarifications or verification.  Sincerely,  [Your Signature]  [Your Printed Name]  [Your Contact Information] | |