**Sample Authorization Letter**

The Branch Manager.  
Bank Al-Baraka.

**Subject: Authorization Letter**

Dear Sir,

This letter is to certify that I am Eva James, account holder in your bank since last two years and my bank account number is: 000-9888ABC. I, for my business purpose have to leave the city and until the I come back I authorize Kin James, my mother to be my account incharge. She have authority for transactions, bank deposits and collections etc. I authorize her on my behalf. This letter is for official bank record.

Sincerely,

Eva James.  
Contact: 00-55-555.