**BANK AUTHORIZATION LETTER FOR ACCOUNT CLOSURE**

3rd October 20XX

To

The Branch Manager

XYZ Bank

Subject: Authorization for Account Closure

Dear Sir/Madam,

I would like to inform you that I have had an account with your bank for 4 years with account number 3653363. Now, I am not able to continue transacting in that account as it was a salary account, and I was laid off three months ago. I would like to return all the items, including the checkbook, ATM card, and passbook.

It’s my humble request to transfer the balance to another account through a demand draft. Since I am not available as of now, I have authorized Janet Jackson to oversee the transaction. Kindly accord her the necessary help she needs to make the transaction a success.

Thanks

Richard Jackson