**LETTER TEMPLATE**

**BANK AUTHORIZATION LETTER**

**[Account holder’s Name]**

**[Street Address]**

**[City, State Zip Code]**

**[Date]**

**[Bank name]**

**[Street Address]**

**[City, State Zip Code]**

Dear **[Recipient’s name],**

I am writing this formal authorization for **[name of the third party]** to access my account number **[provide account number]** with **[bank name]. [Name of the third party]** is authorized to conduct transactions on my behalf that include **[authorized transactions] but excluding [unauthorized transactions].** This authorization has been granted due to **[state reason for granting authorization].**

The permission granted to **[third parties full name and address]** will commence from **[start date]**to **[end date]**. Therefore, please fulfill the authorization as soon as possible. For any questions or clarifications, you can contact me at **[provide phone number].**

Sincerely,

**[Account holder’s name]**