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| |  | | --- | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] |   **AUTHORITY LETTER**  Operate Bank Account | |  | | --- | |  | |  |   To Whom It May Concern,  I, John Doe, am writing this letter to formally authorize and designate the following individuals to operate and manage my bank account Number: 123456789 with Financial Trust Bank:  **1**. Authorized Individual's Full Name: Jane Smith  Authorized Individual's Address: 789 Elm Street, Townsville, State 34567  Relationship to Account Holder: Spouse  Contact Information: Phone Number: (555) 987-6543, Email Address: jane.smith@email.com  **2**. Authorized Individual's Full Name: Robert Johnson  Authorized Individual's Address: 456 Oak Avenue, Citytown, State 23456  Relationship to Account Holder: Trusted Family Friend  Contact Information: Phone Number: (555) 789-1234, Email Address: robert.johnson@email.com  I hereby grant full authority to the above-named individuals to perform any and all actions necessary for the operation of the aforementioned bank account, including but not limited to:   * Making deposits and withdrawals * Initiating fund transfers and payments * Signing and endorsing checks and other financial instruments * Accessing account information and statements * Executing any documents or agreements related to the account   I understand and acknowledge that any actions taken by the authorized individuals on my behalf will be binding and considered as if I had taken those actions myself. I hold Financial Trust Bank harmless and absolve the bank of any liability arising from actions performed by the authorized individuals within the scope of their designated authority.  This authorization is effective from August 10, 20XX, and will remain in effect until further notice from me. I reserve the right to revoke or modify this authorization in writing and provide the bank with appropriate notice.  I have attached copies of valid identification documents for the authorized individuals along with this letter. Please keep these documents on file for verification purposes.  I kindly request that you update your records accordingly and provide the authorized individuals with any necessary instructions or documentation to facilitate their management of the account.  Thank you for your prompt attention to this matter. Should you require any additional information or have any questions, please do not hesitate to contact me at (555) 123-4567 or john.doe@email.com.  Sincerely,  John Doe |