|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |
| --- |
| **Authority Letter**  Operate a Bank Account |

|  |
| --- |
| To[Receiver Name][Receiver Title][Addess][Email] |
|  |
| From[Sender Name][Sender Title][Addess][Email] |

 |

|  |
| --- |
|  |
|  |
| Dear Bank of Prosperity Customer Service,I hope this letter finds you well. I am writing to inform you about a situation that has arisen due to an unfortunate accident. As a result of this incident, I am temporarily incapacitated and unable to manage my financial affairs effectively.In light of this, I hereby authorize my sister, Emily Johnson, to operate and manage my savings account, Account Number: 123456789, with Bank of Prosperity on my behalf. This authorization is granted with the intention of allowing Emily Johnson to handle all necessary financial transactions and responsibilities related to my account until I am fully recovered and capable of resuming these responsibilities myself.Emily Johnson is fully aware of my financial commitments, regular transactions, and obligations. They have my complete trust and confidence to act in my best interests during this challenging period. Specifically, Emily Johnson is authorized to:* Make deposits and withdrawals from my account.
* Pay bills and utilities using funds from my account.
* Access online banking and perform any necessary transactions.
* Receive account statements and correspond with the bank on my behalf.
* Conduct any other financial activities related to my account as required.

This authorization will be effective from August 8, 2023, until further notice from me. I kindly request your cooperation in assisting Emily Johnson with any inquiries or actions they may need to undertake on my behalf.Enclosed with this letter are copies of Emily Johnson's identification documents for your verification and reference. You may contact her at emily.johnson@email.com or (555) 123-4567 for any further communication or verification purposes.I understand the importance of maintaining the security of my account and trust that Bank of Prosperity will exercise due diligence in ensuring the accuracy and legitimacy of all transactions conducted by Emily Johnson.I sincerely appreciate your understanding and cooperation during this challenging time. Please feel free to contact me at my.email@email.com or (555) 987-6543 if you require any additional information or clarification.Thank you for your prompt attention to this matter.Sincerely,John SmithEnclosures:1. Copy of Emily Johnson's Driver's License2. Copy of Accident Documentation |

 |