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| **Authority Letter** | [Email] |
| Represent and Manage My Bank Account | [Address] |
|  | [Phone] |

**Subject:** Authorization Letter to Represent and Manage My Bank Account

To Whom It May Concern,

I, [Your Full Name], hereby authorize [Authorized Person's Full Name], residing at [Authorized Person's Address], to access and manage my bank account with [Bank Name]. This authorization includes but is not limited to performing financial transactions, making deposits and withdrawals, inquiring about the account balance, updating account information, and conducting any other banking-related activities on my behalf.

I understand that by granting this authorization, [Authorized Person's Full Name] will have the authority to act as my representative for matters related to my bank account. I trust [Authorized Person's Full Name] to act responsibly and in my best interest when handling my financial affairs. This authorization will remain in effect until further notice from me.

Please be advised that I will not hold [Bank Name] responsible for any actions taken by [Authorized Person's Full Name] in relation to my bank account during the period of this authorization.

To verify the authenticity of this authorization, [Authorized Person's Full Name] will provide the necessary identification and documentation as required by [Bank Name]. I kindly request you to cooperate fully with [Authorized Person's Full Name] and provide them with any assistance they may need to fulfill their duties as my authorized representative.

If there are any forms or documents that need to be completed for this authorization, please send them to my attention at the address provided above.

Thank you for your prompt attention to this matter. I appreciate your understanding and cooperation.

Sincerely,

[Your Full Name]

[Your Signature]  
[Date]