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| **Authority Letter**  Banking Affairs during Travel Abroad |

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

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| **Subject:** Authorization Letter for Banking Affairs during Travel AbroadDear [Bank Manager's Name],I hope this letter finds you well. I am writing to inform you about my upcoming travel plans abroad and to request your assistance in ensuring the smooth management of my banking affairs during my absence.I will be traveling to [Destination Country] from [Travel Start Date] to [Travel End Date] for the purpose of [Briefly mention the reason for your travel, e.g., vacation, business trip, etc.]. As I will be away from [Current Date] to [Return Date], I understand the importance of maintaining regular banking activities, such as bill payments and check deposits.In light of this, I hereby authorize my trusted friend, [Friend's Full Name], to act on my behalf and manage the following banking activities:* Paying Bills: [Friend's Full Name] is authorized to make bill payments from my [Bank Account Type and Number] during my absence. This includes utility bills, mortgage payments, and any other regular payments that may arise.
* Depositing Checks: [Friend's Full Name] is also authorized to deposit checks payable to me into my [Bank Account Type and Number]. Please ensure that any necessary endorsements are made to facilitate smooth check deposits.

I kindly request you to provide [Friend's Full Name] with all the necessary assistance and access required to carry out these activities. [Friend's Full Name] will present a copy of this authorization letter, along with a valid identification document, for verification purposes.I understand that this authorization is valid only during the specified period of my travel, and I will promptly notify the bank of any changes to these arrangements. I trust that [Bank Name] will extend their usual professionalism and support to [Friend's Full Name] to ensure that my banking affairs are managed efficiently in my absence.I appreciate your attention to this matter and thank you in advance for your cooperation. If you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].Thank you for your understanding and assistance.Sincerely,[Your Full Name][Your Signature - If sending a physical letter] |

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