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| |  | | --- | | **Authority Letter**  Banking Affairs during Travel Abroad |  |  | | --- | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  | | **Subject:** Authorization Letter for Banking Affairs during Travel Abroad  Dear [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] | |