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| **Authority Letter** | [Email] |
| Operate Bank Account | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

**Subject:** Authorization Letter to Operate Bank Account

To Whom It May Concern,

I am writing this letter to inform you that I will be traveling abroad from [Departure Date] to [Return Date]. During my absence, I hereby authorize my trusted friend, [Friend's Full Name], to operate my bank account with [Bank Name], Account Number [Your Account Number].

[Friend's Full Name] will have full authority to perform any banking transactions on my behalf, including but not limited to deposits, withdrawals, fund transfers, and account inquiries. This authorization is valid for the duration of my travel period mentioned above.

Please provide [Friend's Full Name] with any necessary assistance and access required to manage the account effectively. I trust [Friend's Full Name] to act in my best interest during my absence and make financial decisions on my behalf.

In case there are any documents or forms that require my signature during this period, please liaise with [Friend's Full Name] to facilitate the process. I have apprised [Friend's Full Name] of my account details and the purpose of this authorization.

I understand that I am responsible for any transactions or actions conducted by [Friend's Full Name] on my behalf during the specified period. I will not hold [Bank Name], its employees, or representatives liable for any actions taken based on this authorization letter.

If you require any further verification or information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

I appreciate your prompt attention to this matter and thank you for accommodating my request.

Sincerely,

[Your Full Name]

[Your Signature - If sending a physical letter]

[Your Passport/ID Number - Optional, for verification purposes]