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| **Authority Letter** | [Email] |
| Operate bank account | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to formally authorize [Family Member's Full Name] my [relationship to you, e.g., sister/brother], to operate my bank account during my absence.

I am currently [briefly explain the reason for your absence, e.g., on an extended vacation/business trip] and I will be away from [start date] to [end date]. During this time, it is important for me to ensure that my child, [Child's Full Name], is well taken care of, and [Family Member's Full Name] has graciously agreed to assist me in this regard.

**I kindly request that you grant [Family Member's Full Name] full access and authority to perform any necessary transactions on my behalf, including but not limited to:**

* Deposits: [Family Member's Full Name] should be able to make deposits into the account on my behalf.
* Withdrawals: [Family Member's Full Name] should be able to make withdrawals from the account as needed for the care and well-being of my child.
* Inquiries: [Family Member's Full Name] should have the authority to inquire about the account balance, recent transactions, and any other account-related information.

Enclosed with this letter, please find a copy of [Family Member's Full Name]'s identification documents for your reference and verification purposes.

I trust [Family Member's Full Name] completely and have complete confidence in their ability to manage my financial matters in my absence. I understand that I will remain ultimately responsible for any transactions made during this period.

I kindly request that you provide any assistance or guidance that [Family Member's Full Name] may require to smoothly operate the account on my behalf. Additionally, please ensure that all communications and correspondence related to my account during this period are directed to [Family Member's Full Name]'s address or email provided below:

[Family Member's Address]

[City, State, ZIP Code]

[Family Member's Email Address]

I appreciate your understanding and cooperation in this matter. Should you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this request.

Sincerely,

[Your Full Name]

[Your Signature]

**Enclosure:** Copy of [Family Member's Full Name]'s identification documents