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

TO [Receiver Name] [Receiver Title]

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

Dear [Bank Name] Customer Service,

I hope this letter finds you well. I am writing to inform you about a situation that has arisen due to an unfortunate accident. As a result of this incident, I am temporarily incapacitated and unable to manage my financial affairs effectively.

Considering this, I hereby authorize my [Family Member's Full Name], [Relationship to You], to operate and manage my [Account Type and Number] with [Bank Name] on my behalf. This authorization is granted with the intention of allowing [Family Member's Full Name] to handle all necessary financial transactions and responsibilities related to my account until I am fully recovered and capable of resuming these responsibilities myself.

[Family Member's Full Name] is fully aware of my financial commitments, regular transactions, and obligations. They have my complete trust and confidence to act in my best interests during this challenging period. Specifically, [Family Member's Full Name] is authorized to:

* Make deposits and withdrawals from my account.
* Pay bills and utilities using funds from my account.
* Access online banking and perform any necessary transactions.
* Receive account statements and corresponded with the bank on my behalf.
* Conduct any other financial activities related to my account as required.

This authorization will be effective from [Starting Date] until further notice from me. I kindly request your cooperation in assisting [Family Member's Full Name] with any inquiries or actions they may need to undertake on my behalf.

Enclosed with this letter are copies of [Family Member's Full Name]'s identification documents for your verification and reference. You may contact them at [Family Member's Contact Information] for any further communication or verification purposes.

I understand the importance of maintaining the security of my account and trust that [Bank Name] will exercise due diligence in ensuring the accuracy and legitimacy of all transactions conducted by [Family Member's Full Name].

I sincerely appreciate your understanding and cooperation during this challenging time. Please feel free to contact me at [Your Contact Information] if you require any additional information or clarification.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Full Name]

[Your Signature]