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| **Authority letter** Banking Transactions |
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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 Transactions Dear [Recipient's Name],I, [Your Full Name], am writing this letter to authorize [Authorized Agent's Full Name] to act on my behalf in specific banking and financial matters related to my account with [Bank Name]. I am the account holder of [Your Account Number].I hereby grant [Authorized Agent's Full Name] permission to perform the following transactions and actions on my behalf:* Make deposits and withdrawals from my account.
* Initiate fund transfers between my accounts.
* Access account statements and balances.
* Inquire about transaction details and account status.
* [Add any other specific transactions/actions you want to authorize.]

This authorization is effective from [Start Date] and will remain valid until [End Date] unless revoked earlier. I understand that I am solely responsible for any actions carried out by [Authorized Agent's Full Name] on my behalf.**Please find below the details of the authorized Agent:*** Full Name: [Authorized Agent's Full Name]
* Identification Document: [Driver's License/Passport Number]
* Contact Number: [Agent's Phone Number]
* Email Address: [Agent's Email Address]

I request your cooperation and support in facilitating a smooth and efficient banking experience for [Authorized Agent's Full Name]. Kindly provide them with any assistance they may require carrying out the authorized transactions.Thank you for your prompt attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any clarifications or verification.Sincerely,[Your Signature][Your Printed Name] [Your Contact Information]  |

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