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| **Authority Letter** | [Email] |
| withdrawing money | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

**Subject:** Authority letter for withdrawing money

Respected Sir/Madam,

I would like to state that I am [Your Name] and I hold a [Savings/Current- Type of Account] in your bank bearing Account no. [Number]

I am being unavailable to collect money from bank hereby authorize Mr/Mrs/Miss [Name] to withdraw a sum of Rs[Amount] for my account [Account Number]. The reason for my availability is, I am [Reason of not being able to come to bank – completely occupied by / for some urgent work /personal reason /medical reason /any other].

I am handing a cheque of [Amount] signed by me, dated as [Date of cheque issuance] to the authorized person along with this letter.

I am also enclosing ID Proof of the authorized person carrying this letter and attesting the signature below.

[Signature]

[Name]

[Account Number]