

# Authorization Letter for Bank

The bank name

Branch name

Address

Date – DD/MM/YYYY

Subject: -----

Dear -----,

The letter is written to inform you about that I ----- (mention your name) holds account ----- (mention the number) in your bank with branch ----- (mention the branch name) has applied for ----- (mention the reason of writing the letter).

Now, as I want to take steps in the process, I am authorizing ----- (mention the name of the party) to act as my representative on my behalf to complete the process. He/she will come and discuss the matter with you further on ----- (mention the date) at ----- (mention the location). You can explain them the complete process and will let you know what needs to be done on my behalf. I am giving them the complete authorization to act on my behalf and take the right decision in the matter further and complete the process as soon as possible.

I am also attaching the verification documents of the authorized person, so that there is no point left undisclosed between all the parties. In case you have any query or doubt, please feel free to contact me anytime.

Thanking you,

Yours sincerely,

Your name

Contact details

Email details

