

Authorization Letter Sample for Bank Withdrawal on Behalf

An authorization letter sample for bank withdrawal on behalf serves as a formal document that grants permission to a designated individual to withdraw funds from a bank account on behalf of the account holder. This letter typically includes essential details such as the account holder's name, the authorized person's identity, the purpose of the withdrawal, and any limitations or conditions associated with the authorization. It ensures clarity and security in financial transactions by providing written consent, thereby facilitating smooth and authorized access to funds while protecting both the account holder and the banking institution from unauthorized activities.

Sample Authorization Letter

[Your Name]
[Your Address]
[City, State, Zip Code]
[Contact Number]
[Date]
To,
The Manager
[Bank Name]
[Bank Branch Address]
[City, State, Zip Code]
Subject: Authorization for Bank Withdrawal
Dear Sir/Madam,
I, [Account Holder's Name], holding account number [Account Number] at your [Branch Name/Address], hereby authorize [Authorized Person's Full Name], bearing ID number [ID Number/Passport Number], to withdraw funds on my behalf. This authorization is valid from [Start Date] to [End Date] and is being granted due to [Reason, e.g., my absence, illness, etc.]. Please allow [him/her] to complete the necessary withdrawal formalities during this period. I enclose a copy of my identification and a copy of [Authorized Person's] identification for your reference.
I request you to kindly extend your cooperation to [Authorized Person's Name] in this regard.
Thank you for your attention.
Yours faithfully,
[Signature]
[Your Printed Name]

Notes:

- Replace placeholders (in brackets) with the relevant information.
- Attach necessary identification documents as required by the bank.
- Sign the letter in ink for authenticity.