

# Authorization Letter Sample for Business Account Bank Transactions

An **authorization letter sample for business account bank transactions** serves as a formal document allowing designated individuals to perform banking activities on behalf of a business. This letter typically includes the authorized person's name, the scope of their authority such as deposits, withdrawals, or fund transfers, and the duration of the authorization. It is essential for ensuring secure, transparent, and accountable handling of business finances, facilitating smooth communication with the bank while safeguarding the company's financial interests.

## Authorization Letter Template

[Your Company Letterhead]  
[Date]  
The Branch Manager  
[Bank Name]  
[Bank Branch Address]  
Subject: Authorization for Business Account Transactions  
Dear Sir/Madam,  
We, [Your Company Name], hereby authorize the following individual to conduct banking transactions on behalf of our business account:  
Authorized Person: [Full Name]  
Designation: [Position/Title]  
ID Number: [Government-issued ID or Employee ID]  
Contact Number: [Phone Number]  
Scope of Authorization:  
- Cash and cheque deposits  
- Withdrawals  
- Fund transfers (within and outside our organization)  
- Collection of bank statements and cheque books  
- Any other account-related activities as deemed necessary  
This authorization is valid from [Start Date] to [End Date]/until further notice.  
Kindly extend your cooperation to [Mr./Ms. Authorized Person] and assist them in completing the required transactions.  
We take full responsibility for all actions undertaken by the above-named individual during the validity of this authorization.  
If you require any clarification, please contact us at [Your Contact Number or Email].  
Thank you for your assistance.  
Sincerely,  
[Your Name]  
[Your Position]  
[Your Contact Information]  
[Signature & Company Stamp]

### Note:

- Attach a copy of the authorized person's identification.
- This letter should be printed on official company letterhead and signed by an authorized company representative.