

Authorization Letter Sample for Bank Transaction by Third Party

An **authorization letter sample for bank transaction by third party** serves as a formal document that permits a designated individual to conduct banking activities on behalf of the account holder. This letter typically includes essential details such as the account holder's information, the authorized person's identity, specific transaction permissions, and any limitations or conditions. It ensures clarity, legal validity, and compliance with bank policies, facilitating secure and efficient third-party transactions while protecting the rights of both parties involved.

Sample Authorization Letter

Date: [Date]

To,

The Branch Manager

[Bank Name]

[Branch Address]

Subject: Authorization for Bank Transaction by Third Party

Dear Sir/Madam,

I, [Your Full Name], holder of account number [Your Account Number] at [Bank Name], hereby authorize Mr./Ms. [Authorized Person's Full Name], holding ID number [ID Number/Passport Number], to perform the following transactions on my behalf:

- Deposit/withdraw cash
- Collect account statements or documents
- Request for cheque books/passbooks
- [Any other specific transaction]

This authorization is valid from [Start Date] to [End Date]/until further notice. All transactions conducted by the authorized person will be deemed as done by me.

I enclose a copy of my identification and the authorized person's identification for verification purposes.

Kindly provide all necessary assistance to Mr./Ms. [Authorized Person's Name] to carry out the mentioned transactions.

Thank you for your cooperation.

Yours faithfully,

[Your Signature]

[Your Full Name]

[Your Address]

[Your Contact Number]

Enclosures:

1. Copy of Account Holder's ID
2. Copy of Authorized Person's ID