

# Authorization Letter for Online Bank Transaction

Date: [Insert Date]

To,  
The Branch Manager  
[Bank Name]  
[Bank Branch Address]

Subject: Authorization for Online Bank Transaction

Dear Sir/Madam,

I, [Your Full Name], holding the account number [Your Account Number] at [Bank Name], hereby authorize [Authorized Person's Full Name], whose identification number is [ID/Passport Number], to perform online banking transactions on my behalf.

The specific transactions that [he/she/they] is authorized to perform are as follows:

- Funds transfer (within and outside the bank)
- Bill payments
- Account balance inquiries
- Downloading account statements
- [Other specific transactions, if any]

This authorization is valid from [Start Date] to [End Date].

Please find attached a copy of the identity proof of the authorized person for your records.

I assume full responsibility for all transactions conducted by my authorized representative during this period. If you require any further confirmation, please contact me at [Your Phone Number] or [Your Email Address].

Kindly process this authorization at your earliest convenience.

Sincerely,

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[Your Signature]  
[Your Full Name]  
[Your Address]  
[Your Contact Details]

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*Note: Customize the template according to your requirements and verify bank-specific guidelines before submission.*