

# Authorization Letter for Bank Account Access

Date: [Insert Date]

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

Subject: Authorization for Bank Account Access

Dear Sir/Madam,

I, **[Your Full Name]**, holding a bank account with your branch bearing account number **[Your Account Number]**, hereby authorize **[Authorized Person's Full Name]**, holding ID number **[Authorized Person's ID Number]**, to access and operate my above-mentioned bank account on my behalf.

The rights conferred include (please specify, e.g., deposit, withdraw, collect cheque books, obtain account statements, etc.):

- [Specify Permission 1]
- [Specify Permission 2]
- [Specify Permission 3]

The authorization shall be effective from **[Start Date]** to **[End Date/Until Further Notice]**.

I request you to kindly allow **[Authorized Person's Name]** to complete the above-mentioned transactions on my behalf. I understand that I will remain responsible for any action taken by the authorized person during the validity of this authorization.

Attached herewith are copies of our identification documents for your reference and verification.

Thank you for your cooperation.

Yours faithfully,  
**[Your Signature]**  
**[Your Name]**  
**[Your Contact Number]**

*Enclosures:*

- Copy of Account Holder's ID
- Copy of Authorized Person's ID