

# Authorization Letter Sample for Bank Transaction Abroad

Date: [Insert Date]

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

Subject: Authorization for Bank Transaction Abroad

Dear Sir/Madam,

I, **[Your Full Name]**, holding Account Number **[Your Account Number]** with your branch, am writing to formally authorize **[Authorized Person's Full Name]**, bearing identification number **[ID/Passport Number of Authorized Person]**, to conduct the following bank transactions abroad on my behalf:

- Withdraw funds from my account
- Deposit funds into my account
- Request account statements
- Process international transfers
- [Other specific transactions, if any]

This authorization is valid from **[Start Date]** to **[End Date]**. Kindly assist **[Authorized Person's Name]** in all matters pertaining to my account as specified above during this period.

Enclosed are copies of my identification and that of the authorized person for your verification and records.

Please contact me at **[Your Phone Number]** or **[Your Email]** for any clarification regarding this authorization.

Thank you for your cooperation.

Yours sincerely,  
**[Your Signature]**  
**[Your Printed Name]**  
**[Your Address]**  
**[Your Contact Number]**

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## Note:

- Ensure all personal and bank details are accurately filled in.
- Attach valid identification documents as required by the bank.
- Check with your bank for any additional requirements related to international banking regulations.