

# Letter of Authorization for Business Banking Matters

A **Letter of Authorization for Business Banking Matters** is an official document that grants a designated individual the authority to act on behalf of a business in banking transactions. This letter typically specifies the scope of authorized activities, such as managing accounts, signing checks, or making deposits, ensuring clear communication with financial institutions. For example, a company might issue a letter authorizing its CFO to access and manage corporate bank accounts during the absence of the primary account holder, thereby facilitating uninterrupted financial operations.

## Letter Template

[Your Company Letterhead]  
[Date]  
To: [Bank Name]  
[Bank Address]  
Subject: Authorization Letter for Business Banking Matters  
Dear Sir/Madam,  
We, [Company Name], located at [Company Address], hereby authorize [Authorized Person's Name], holding the position of [Job Title] in our company, to act on our behalf in all banking matters. The scope of authority includes, but is not limited to:  
- Accessing account details and statements  
- Making deposits and withdrawals  
- Signing checks and other banking instruments  
- Managing fund transfers (domestic and international)  
- Obtaining financial information as required  
Details of the Authorized Person:  
Full Name: [Authorized Person's Full Name]  
ID/Passport Number: [Identification Number]  
Contact Number: [Phone Number]  
Specimen Signature:  
This authorization is valid from [Start Date] to [End Date/â€œuntil further noticeâ€].  
Please recognize the above-named individual as duly authorized to act on behalf of [Company Name] for the purposes outlined above.  
If you have any questions, please contact us at [Contact Information].  
Sincerely,  
[Your Name]  
[Your Title/Position]  
[Signature]  
[Company Stamp or Seal, if applicable]

## Example

ABC Innovations Ltd.  
123 Technology Avenue  
Tech City, 98765  
June 20, 2024  
To: Optima National Bank  
456 Banking Plaza  
FinDistrict, 12345  
Subject: Authorization Letter for Business Banking Matters  
Dear Sir/Madam,  
We, ABC Innovations Ltd., located at 123 Technology Avenue, Tech City, authorize Mr. John Smith, Chief Financial Officer, to manage all banking activities related to our corporation. The scope of authority includes:  
- Accessing account statements  
- Making deposits and withdrawals  
- Signing checks  
- Approving funds transfers  
Details of the Authorized Person:  
Full Name: John Smith  
ID Number: TS-123456  
Contact Number: (555) 321-6543  
Specimen Signature:  
This authorization is valid from June 20, 2024 until further notice.  
For any queries, contact us at (555) 123-4567.  
Sincerely,  
Jane Doe  
CEO, ABC Innovations Ltd.  
[Signature]  
[Company Seal]