

Authorization Letter Sample for Joint Bank Account Transaction

Date: [Insert Date]

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

Subject: Authorization for Transaction in Joint Bank Account

Dear Sir/Madam,

We, the undersigned, are joint account holders of the bank account detailed below:

- Account Holder Names: [Name 1], [Name 2]
- Account Number: [Account Number]
- Branch: [Branch Name]

We hereby authorize **[Authorized Person's Name]** (Relationship: [Relationship to Account Holders], ID Proof No: [ID Number]) to perform the following transaction(s) on our behalf:

- [e.g., Withdraw cash up to Rs./\$ [Amount]]
- [e.g., Deposit cheques]
- [e.g., Collect passbook/cheque book]
- [Specify other transactions, if any]

This authorization is valid from [Start Date] to [End Date], unless revoked in writing by either of the account holders.

Kindly provide necessary assistance to **[Authorized Person's Name]** to carry out the above-mentioned transaction(s).

Thank you for your cooperation.

Yours faithfully,

[Account Holder 1 Name]
(Signature)

[Account Holder 2 Name]
(Signature)

Contact Number: [Contact Number]

Enclosures:

- Copy of valid ID proof of authorized person
- Copy of joint account holders' ID proof