

Authorization Letter Sample for Minor's Bank Transaction

Date: [Insert Date]

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

Subject: Authorization for Bank Transaction on Behalf of Minor

Respected Sir/Madam,

I, [Parent/Guardian's Full Name], residing at [Full Address], am the legal parent/guardian of [Minor's Full Name], whose date of birth is [dd/mm/yyyy] and account number is [Minor's Account Number] maintained at your branch.

I hereby authorize [Authorized Person's Full Name], holding [Relationship to Minor/ID Proof Type & Number], to conduct banking transactions on behalf of the above-mentioned minor. The scope of authorization includes, but is not limited to:

- Depositing and withdrawing funds
- Collecting bank statements and passbooks
- Updating account details
- Any other necessary transaction pertaining to the mentioned account

This authorization is valid from [Start Date] to [End Date] unless revoked in writing by me prior to expiry.

Attached are copies of identification documents for both the minor and the authorized person for your verification.

Kindly allow the authorized person to carry out the aforementioned transactions on behalf of the minor. Please contact me at [Contact Number/E-mail] if further information is required.

Thank you for your cooperation.

Yours sincerely,
[Parent/Guardian's Name]
[Signature]
[Contact Information]