

# Letter of Authorization for Business Account Management

A **Letter of Authorization for Business Account Management** is a formal document that grants permission to an individual or entity to handle specific business account activities on behalf of the company. This letter clearly outlines the scope of authority, enabling authorized persons to manage financial transactions, access account information, or perform administrative tasks related to the business account. Including a sample letter provides a practical template to ensure all necessary details such as names, dates, and limits of authority are properly documented for legal and operational clarity.

## Sample Letter of Authorization for Business Account Management

[Your Company Letterhead]

[Date]

To Whom It May Concern,

Subject: Letter of Authorization for Business Account Management

This letter is to formally authorize **[Authorized Person's Name]**, holding the position of **[Designation/Role]** at **[Company Name]**, to act on behalf of **[Company Name]** for the management of the business account.

The scope of authority granted includes, but is not limited to:

- Accessing account information
- Managing deposits and withdrawals
- Authorizing payments and transfers
- Updating account information
- Performing all administrative tasks relating to the account

This authorization is valid from **[Start Date]** to **[End Date]** (if applicable) unless revoked in writing by the company.

Company Details:

Company Name: [Company Name]

Business Address: [Address]

Business Account Number: [Account Number]

Authorized Person Details:

Name: [Authorized Person's Name]

Designation: [Designation/Role]

Contact Number: [Contact Information]

Should you require any verification or further information, please contact the undersigned.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position/Title]

[Email Address]

[Contact Number]

[Signature, if sending a hard copy]