

Notarized Authorization Letter Sample for Bank Transactions

A **notarized authorization letter sample for bank transactions** serves as a formal document that grants a designated person the legal authority to perform financial activities on behalf of the account holder. This letter is certified by a notary public to ensure its authenticity and validity, providing banks with the necessary assurance to carry out instructions such as deposits, withdrawals, fund transfers, and account inquiries securely and efficiently. Using a notarized authorization letter helps protect both the account owner and the bank by clearly defining the scope of the authorized actions and preventing unauthorized access to financial accounts.

Sample Notarized Authorization Letter

Date: [Date]
To:
The Branch Manager
[Bank Name]
[Branch Address]

Subject: Authorization for Bank Transactions

Dear Sir/Madam,

I, **[Your Name]**, holding account number **[Your Account Number]** at your branch, hereby authorize **[Authorized Person's Name]**, whose identification details are provided below, to conduct the following transactions on my behalf:

- Cash/cheque deposit and withdrawal
- Fund transfer between accounts
- Account inquiries and statements
- Other related banking activities as permitted by your regulations

Authorized Person Details:

Name: [Authorized Person's Full Name]
ID Type & Number: [ID Type, e.g., Passport/Driver's License, and Number]
Contact Number: [Authorized Person's Phone]

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

Please extend your full cooperation to **[Authorized Person's Name]** during this period.

Thank you for your assistance.

Sincerely,
[Your Name]
Signature: _____
Contact Number: [Your Phone]

Notary Public Certification

Subscribed and sworn before me on this **[Day]** day of **[Month, Year]** at **[Location]**.

Notary Public: _____
Commission Number: _____
My Commission Expires: _____
Seal:

(Notary Seal)