

# Authorization Letter Form Sample for Bank Transactions

An **authorization letter form sample** for bank transactions provides a clear template to grant permission for someone else to conduct banking activities on your behalf. This letter ensures secure and verified authorization, facilitating seamless financial dealings. Using a standardized form helps prevent misunderstandings and protects both parties involved.

## Authorization Letter Form Sample

Date:

To,  
The Manager,  
[Bank Name]:

Branch:

Subject:

Dear Sir/Madam,

I,  , holding account number  , hereby authorize  to perform the following transactions on my behalf:

- ☐ Deposit
- ☐ Withdrawal
- ☐ Cheque Enquiry/Collection
- ☐ Others:

This authorization is valid from  to  .

Kindly provide the necessary assistance to  and let me know if any further information or documentation is required.

Thank you for your cooperation.

Sincerely,

Name:

Signature:

Contact Number: