

Bank Third Party Authorization Form Sample Letter

This **bank third party authorization form sample letter** provides a clear template allowing account holders to grant permission for authorized individuals to perform transactions on their behalf. It ensures secure and effective communication between the bank and the designated third party. Using this sample letter helps streamline the authorization process while maintaining compliance with banking regulations.

Sample Authorization Letter

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Contact Number]
[Email Address]
[Date]
The Manager
[Bank Name]
[Branch Name/Address]
[Bank City, State, ZIP Code]
Subject: Third Party Authorization for My Bank Account
Dear Sir/Madam,
I, [Your Full Name], holding account number [Your Account Number] at [Bank Name], hereby authorize [Authorized Person's Name], whose identification details are as follows:
- ID Type/Number: [ID Type and Number]
- Contact Number: [Authorized Person's Contact Number]
- Relationship: [Your Relationship with the Authorized Person]
to access, perform transactions, make deposits, withdraw funds, and obtain statements or information on my behalf.
This authorization is valid from [Start Date] to [End Date], unless revoked in writing by myself prior to the expiry date.
I understand that I am fully responsible for all transactions made by the authorized person during the authorization period.
Please let me know if further documentation or personal appearance is required.
Thank you for your attention to this matter.
Sincerely,
[Your Signature]
[Your Printed Name]

Important Note

- Attach copies of identification documents of both the account holder and the authorized third party.
- Submit this letter in person at your bank branch or as instructed by the bank.
- Check with your bank for additional requirements or authorization forms.