[Sender Name]

[Sender Designation]

[Company Address]

Date:

[Name of Recipient]

[Designation of Recipient]

**Subject: Authorization Letter for Bank Account**

Dear Sir/Madam,

I am writing this letter to inform you that I authorize Mr./Mrs. [name of the Representative] to act on my behalf for any matters relevant to the account number [mention account number]. In my absence, he/she will be authorized for all kinds of transactions without any restrictions.

This authorization will be from [mention start date] to [mention end date]. If you have any queries or questions regarding this authorization, you can contact me through the given below contact details.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Contact Details]