

Bank Account Authorization Letter

Date: [Insert Date]

To,

Bank Manager,
[Bank Name]
[Bank Address]

Subject: Authorization for Business Transactions

Dear [Bank Manager's Name],

I, [Your Name], the [Your Position] of [Your Company Name], hereby authorize [Authorized Person's Name], holding the position of [Authorized Person's Position], to conduct bank transactions on behalf of [Your Company Name]. This authorization includes, but is not limited to:

- Deposits
- Withdrawals
- Balance inquiries
- Transfer of funds

The authorized person will hold the following identification:

ID Type: [ID Type]

ID Number: [ID Number]

This authorization is valid from [Start Date] to [End Date]. Please provide all necessary assistance to the authorized person in carrying out these transactions.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]