

# Customer Account Management Authorization Letter

Date: [Insert Date]

To: [Recipient Name]

Title: [Recipient Title]

Department: [Recipient Department]

Agency: [Recipient Agency]

Address: [Recipient Address]

Dear [Recipient Name],

I, [Your Name], the undersigned, am writing to authorize [Authorized Person's Name] to manage my account with [Your Company/Organization Name] on my behalf. This authorization includes, but is not limited to, accessing account information, making payments, and discussing any account-related matters.

Details of the account are as follows:

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

This authorization is effective immediately and will remain in effect until [End Date or "revoked in writing"].

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]