**AUTHORIZATION LETTER**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

State: \_\_\_\_\_\_\_\_\_\_\_\_\_

County:\_\_\_\_\_\_\_\_\_\_\_\_

**Sender:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail/Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Recipient:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Representative name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail/Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Re: Authorization Letter**

*Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,*

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ residing at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby authorize \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, residing at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(the “**Representative**”), to act on my behalf in respect of:

* My bank account(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [*Specify the bank accounts*] with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I authorize the Representative to perform the following actions on my behalf related to my account(s) specified above:

 ☐Receive access to and information about the account(s).

 ☐Make deposits and withdrawals.

 ☐Sign checks and other payment orders for withdrawals or payments.

 ☐Initiate and approve transfers of funds.

 ☐Perform any other required banking transactions.

 ☐Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I understand that the Representative will act as my agent and that their actions on my behalf will be considered valid and binding. I accept full responsibility for any transactions and actions taken by the Representative on my accounts the consent to which is granted by this Authorization Letter.

* Collecting my \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[*specify the types of documents]* (the **"Documents"**) on my behalf as I cannot come in person to collect the Documents within the date prescribed.
* Collecting the registered post on my behalf as I would be unable to collect it in person.
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This Authorization is valid:

* From the Date written above
* From \_\_\_\_\_\_\_\_\_\_\_\_\_\_[*specify the date*]

This Authorization shall remain in force:

* Until \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[*specify the end date*].
* Until I give further written notice.

Sincerely,

**Sender’s Name and Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_