

# 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:** \_\_\_\_\_