Name of Individual

Mailing Address

Contact Number

Email id

Date:

To

The Manager

Name of Bank Address

Re: Letter of authority

Dear Sir/Madam,

I, (name of individual), hereby authorize (name of authorized person) to claim my checkbooks and to represent me in my banking transactions with regards to my bank account number (Account Number).

Specimen Signature of Authority Holder

Name of Authority Holder

Mailing Address

Details of Identity Proof

Sincerely,

Name of Individual.