**Authorization Letter to Bank on Behalf of Company**

[Your Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Bank Name]

[Branch Address]

[City, State, ZIP Code]

Subject: Authorization Letter on Behalf of [Your Company Name]

Dear [Bank Manager's Name],

I, [Your Full Name], am writing this letter as the [Your Position] of [Your Company Name]. I hereby authorize [Authorized Person's Name], who holds the position of [Authorized Person's Position] in our company, to act on behalf of [Your Company Name] in all matters related to our bank account with your [Branch Name] branch.

The details of the authorized person are as follows:

[Authorized Person's Full Name]

[Authorized Person's Position in the Company]

[Authorized Person's Contact Number]

[Authorized Person's Email Address]

The authorization granted includes, but is not limited to, the following:

* Making deposits and withdrawals on behalf of the company.
* Initiating fund transfers and other banking transactions.
* Collecting bank statements and other account-related documents.

I understand that by issuing this authorization, I am granting [Authorized Person's Name] full access to our company's account and release the bank from any liability arising from transactions conducted by [Authorized Person's Name] on behalf of [Your Company Name].

This authorization is valid from [Start Date] to [End Date], unless earlier revoked by me in writing. I request you to update your records accordingly.

Enclosed with this letter, please find relevant documents establishing the authority of [Authorized Person's Name] to represent our company in banking matters.

Thank you for your cooperation in this matter. Should you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Yours sincerely,

[Your Full Name]

[Your Position]

[Your Company Name]

[Your Signature]

[Enclosure: Relevant Documents]