## ****AUTHORIZATION LETTER****

To,

Mr. James

Branch Manager

Bank of London

Daniel Street,

London

**[Todays Date]**

Respected Sir,

This letter is to authorize Mr. John ID# 00110-12-12345: resident of Greenwich Town London to access my bank account on my behalf. My current account number is 123456. I need to travel most of the time out of town and because of which there is problem of payment in my office. Therefore, I am giving the authority to Mr. John to access my account on my behalf.

I request you to transfer my account in his name and allow him to withdraw money from my account. Also, please clear the cheque signed by him on my behalf.

If there is any form or formality that I need to do please let me know. You can contact me on 123-456-7890.

This authorization is valid until further written notice.

Regards,

**[signature]**

Robert Smith