TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Authorization letter in order to withdraw money

Dear Sir,

I, the undersigned, hold a savings account with your bank with the account number 9623554876. I need to withdraw ₤20,000 from my account. However, I am suffering from influenza and not in a physical condition to come to the bank office and withdraw money on my own. Mine is not a joint account. I realize that the amount. I want to withdraw is not a small one and the bank cannot hand over money to anyone else than me.

I therefore hereby authorize my wife Mrs. Anne James Holdings to withdraw the above-mentioned amount from my account.

I hope this letter of authorization will prove the authenticity of my wife as my representative for withdrawing money. I am sure, you will do the needful.

In case of any doubts feel free to contact me on my mobile given above. You can email me on james@example.com Attached herewith is the photocopy of the doctor's prescription.

Sincerely yours,

James Holdings