

Informal authorization email for bank transactions

Subject: Authorization to Manage My Bank Account

Hi [Bank Manager's Name],

I hope this message finds you well. I would like to authorize [Authorized Person's Name] to access and manage my bank account [Account Number] for deposits, withdrawals, and account inquiries.

This authorization starts from [Start Date] and will be valid until further notice. Kindly assist [Authorized Person's Name] in all account matters during this period.

Thanks in advance,

[Your Name]

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