

Signature Authorization Letter for Bank

[John Doe]

[123 Main Street]

[Cityville, State, 12345]

[December 26, 2024]

[The Bank Manager]

[ABC Bank]

[456 Elm Street]

[Cityville, State, 12345]

Subject

Authorization to Sign on My Behalf for Banking Matters

Dear Sir/Madam,

I, John Doe, hereby authorize Jane Smith to act on my behalf for banking matters at ABC Bank. This includes signing documents, withdrawing funds, and managing transactions related to my account number [1234567890].

This authorization is valid from December 27, 2024, to January 31, 2025, unless revoked earlier in writing. Jane Smith is fully aware of her responsibilities and the scope of her authority.

For verification purposes, a copy of her ID proof is enclosed along with mine. Should you require any further clarification, please contact me at [john.doe@example.com] or [123-456-7890].

Thank you for your assistance.

Sincerely,

John Doe

[Signature]

Enclosures

- Copy of John Doe's ID proof
- Copy of Jane Smith's ID proof