

Authorization Letter to Claim Money in Bank

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January 3, 2025

Branch Manager
First National Bank
1234 Central Avenue
Lakewood, 90807

Dear Branch Manager,

Subject: Authorization to Claim Money in Bank

I, Robert Wilson, am currently unable to attend to my banking needs in person due to being overseas for work commitments. Consequently, I am writing to authorize my trusted associate, Sarah Green, to act on my behalf in withdrawing funds from my account at your institution.

Details of the Authorized Representative:

- **Name:** Sarah Green
- **Identification Number:** ID 406789123

Sarah is hereby empowered to withdraw money from my savings and checking accounts (Account Nos: 987654321 and 123456789, respectively). This authorization includes the ability to conduct transactions such as withdrawals and transfers between these accounts.

This authority is granted from January 3, 2025, until the date of my return on March 31, 2025, or until further written notice from me.

Please ensure that all transactions are documented and that Sarah provides suitable identification for verification purposes before conducting any transactions. Attached are copies of my identification document, Sarah Green's identification document, and a signed affidavit confirming this authorization.

I trust that Sarah will handle my financial matters with the discretion and attention they require. Please do not hesitate to contact me via email or phone should you require any further information or clarification.

Thank you for your cooperation.

Sincerely,

Robert Wilson

Enclosures:

- Copy of Robert Wilson's Identification (Passport)
- Copy of Sarah Green's Identification (Driver's License)
- Signed Affidavit of Authorization