

Authorization Letter to Claim Money on my Behalf

John Doe
123 Maple Street
Anytown, 12345
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January 3, 2025

Branch Manager
Anytown Bank
456 Oak Avenue
Anytown, 12345

Dear Branch Manager,

Subject: Authorization to Claim Money on My Behalf

I, John Doe, currently residing at 123 Maple Street, Anytown, due to my temporary relocation to another state for business purposes, am unable to attend to my financial dealings in person. Therefore, I am writing to formally grant authorization to my sister, Jane Smith, to manage financial transactions on my behalf.

Jane Smith is hereby authorized to withdraw funds, inquire about balances, and receive account statements from my savings account with Anytown Bank, designated under Account No: 987654321. This letter grants her access to perform transactions not exceeding a total of \$2,000 during the specified time frame.

Authorized Individual's Details:

- **Name:** Jane Smith
- **Identification Number:** ID 0011223344

This authorization is effective from January 3, 2025, until January 17, 2025. I assure you that any transactions made by Ms. Smith during this period are approved by me, and she should be granted all the necessary access to conduct these activities.

Attached are the identification documents as required. For any further verification or discussions, you are welcome to contact me directly at the email provided above, or by phone. I trust that this letter will suffice to grant the necessary permissions to Ms. Smith.

Your cooperation and assistance in facilitating these transactions smoothly for Ms. Smith would be greatly appreciated, ensuring that my financial responsibilities are managed effectively during my absence.

Sincerely,

John Doe

Enclosures:

- Copy of John Doe's Identification (Driver's License)
- Copy of Jane Smith's Identification (Driver's License)