

[Company Letterhead]

[Current Date]

To,  
The Branch Manager,  
[Bank Name],  
[Bank Address],  
[City, State, Zip Code]

**Subject: Authorization of Representative for Business Account Operations**

Dear Sir/Madam,

This letter is to formally authorize [Name of Representative], holding [ID Type, e.g., Passport/Driver's License] number [ID Number], to act as an authorized representative on behalf of [Company Name] for our business account number [Account Number].

The aforementioned representative is authorized to perform the following actions:

- Inquire about account balances and transaction history.
- Deposit checks and cash into the account.
- Collect checkbooks, debit cards, and bank statements.
- [Specify any other specific duties].

This authorization shall remain in effect until [End Date] or until revoked by the company in writing. Please find attached a copy of the representative's identification for your records.

For any verification regarding this authorization, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Thank you for your assistance.

Sincerely,

[Signature]  
[Full Name of Authorized Signatory]  
[Job Title/Position]  
[Company Name]  
[Company Seal/Stamp]