**To Date:**  
The branch manager,  
Bank name,  
City name.

**From**  
Your name,  
Address.

Sub: Authorization letter to claim money on my behalf.

Dear Sir/Madam,

This is to authorize **[person name]** to collect a total amount of **[amount]**, **(amount in words)** from my bank account bearing  a/c no **[4561XXXX89]**, from **[bank’s branch]**, **[city name]** on **[date]**.

Because of my health problem, I am currently not able to visit the bank. I am enclosing my ID proof copy of serial no. **[123456XXXX]** and Mr./Ms. **[authorized person name]** will submit his/her ID proof copy of serial number **[456789XXX]** as proof.

If you have any queries related to verification, please contact me on my mobile no.

**[850XXXXX5]**.

Looking forward to your kind consideration.

Thanking you,

Regards,  
Your name.

Signature.