**(First-party’s name)**

(Address)

(City, Zip code)

(Date)

**(Recipient Name)**

(Address)

(City, Zip code)

To Whom It May Concern:

I, **(*first party’s full name)*,** do hereby authorize Mr./Mrs. **(*name of bearer),*** to withdraw the amount of ***(indicate amount)*** from my account, Account No. **[(*insert account number)* (applicable only if bank withdrawal)]** from the bank/ATM on my behalf on (***date of transaction*)**.

Attached herewith are the copies of my **(*name of your valid ID)*** and the representative’s ***(name of valid ID of bearer)***for verification purposes.

Thank you very much and looking forward to your consideration. For any concerns and questions, you may contact me at **(*insert phone number)***

Sincerely,

(**Signature over printed name)**