Authorization Letter Template

Miss ApplePenny  
228 Main St.  
California, CA 00023

[Date]

Mr. John Smith  
USA Bank  
332 Main St.  
California, CA 98723

Dear Mr.Smith,

I, ApplePenny, an writing this letter to indicate that I authorize Mr. ABC to act on my behalf with regard to checking account #12233445566 while I am out of town between the dates of April 1, 2023 and May 31, 2023.

I appreciate both your and Mr. ABC’s assistance in this matter.

Sincerely

John Smith  
[Signature]