Sample Financial Authorization Letter

Jane Denning

111 Main St.

Los Angeles, CA 90034

January 10, 2016

Mr. John Smith

USA Bank

545 Maple Dr.

Los Angeles, CA 98543

Dear Mr. Smith,

I  writing this letter to indicate that I authorize Joe Clark, my personal account manager to act on my behalf with regard to checking account #1234567890 while I am out of town between the dates of February 1, 2016 and March 31, 2016.

Should you have any questions please contact me by phone prior to February 1 6:00pm PST. I appreciate both your and Mr. Clark’s assistance in this matter.

Sincerely,

Jane Denning

323-555-2223