

# Financial Authorization Letter

Your Name

Address

[Date]

Name

Address

Dear Name of Receiver,

I, Your Name, am writing this letter to indicate that I authorize Mr. John to act on my behalf with regard to checking account #0154546 while I am out of town on \_\_\_\_\_ to \_\_\_\_\_.

I appreciate both you and Ms. John's assistance in this matter.

Sincerely,

[Your Name]