Date:\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear ( use first name )

I ABC, am writing this letter to authorize CFD to act on my behalf with regard to checking on my account while I am away for some personal work. I will be away from 13th June 2016 to 15th June 2016.

Sincerely,

ABC ltd.

**Signature**