**LETTER TEMPLATE**

**BANK AUTHORIZATION LETTER**

**[Senders Name]**

**[Address line]**

**[State, ZIP Code]**

**[Letter Date]**

**[Recipients Name]**

**[Address line]**

**[State, ZIP Code]**

**[Subject: Normally bold, summarizes the intention of the letter]** -Optional-

Dear **[Recipients Name],**

This letter is to authorize my brother, William D. Stafford, to open my bank account and peruse its various details. I am currently out of town, and I am not able to accompany him in this matter.

Please also allow him to check my personal safety deposit box as well and get any items he deems fit. Please just make a record of it.

**(Remember that the signature is critical in this type of letter)**

Sincerely,

**[Senders Name]**

**[Senders Title]** -Optional-

**[Enclosures: number]** - Optional -

**[Name of copy recipient]** - Optional -