Drew Williams  
426 Mystic View Turn  
Camden NJ, 12345

August 04, 20XX

John Dean  
ABC Bank  
123 Carson Drive  
Camden NJ, 12345

Dear [Mr. Dean]:

This letter is a formal authorization for [Eric Williams] to access my checking account [123456] at [ABC Bank] to make my mortgage and car loan payments while I am on vacation between [DATE] and [DATE].

If you have any questions, I can be reached at [555-1212] or at abcd@email.com] at any time, even while I am on vacation.

I appreciate your help in this matter.

Sincerely,

Drew William’s Signature  
Drew William’s Printed Name