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 **[email@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