Larry Holmes  
426 Mystic View Turn  
New Brunswick NJ, 12345

August 04, 20XX

Janet Jackson  
New Bank  
123 Money Drive  
New Brunswick NJ, 12345

Dear [Ms. Jackson]:

This letter is a formal authorization for [Celeste Holmes] to withdraw [$2,000] from my savings account [123456] at [New Bank]. I am having severe health issues and unable to come to the bank and withdraw the money.

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,

Signature  
Larry Holmes