Mr. Keith Collins

Manager, ABC Bank

2645, Lilac Lane,

Charlotte, New York- 28202.

Subject: Sample Authorization Letter 1

4th September 20XX

Dear Sir,

Kindly take this as a Letter of Signature Authorization wherein I am appointing Mr. Andrew Woods as the Signatory Authority for all Bank related documents till 15th September 2006.

I am leaving for Germany to attend a family function & will return on the date mentioned above. Hence, I will not be here to handle up the bank related work personally.

In case of verification or urgency, feel free to connect with me at 908070XXXX or drop a line at sample@email.com.

Sincerely,

Allen Woods.