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| --- | --- |
| **Authority Letter** | [Email] |
| Manage My Bank Account | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

**Subject:** Authorization Letter to Represent and Manage My Bank Account

To Whom It May Concern,

I, Emily Johnson, hereby authorize Michael Davis, residing at 789 Pine Avenue, Riverside, CA 92503, to access and manage my bank account with First National Bank. This authorization includes but is not limited to performing financial transactions, making deposits and withdrawals, inquiring about the account balance, updating account information, and conducting any other banking-related activities on my behalf.

I understand that by granting this authorization, Michael Davis will have the authority to act as my representative for matters related to my bank account. I trust Michael Davis to act responsibly and in my best interest when handling my financial affairs. This authorization will remain in effect until further notice from me.

Please be advised that I will not hold First National Bank responsible for any actions taken by Michael Davis in relation to my bank account during the period of this authorization.

To verify the authenticity of this authorization, Michael Davis will provide the necessary identification and documentation as required by First National Bank. I kindly request you to cooperate fully with Michael Davis and provide him with any assistance he may need to fulfill his duties as my authorized representative.

If there are any forms or documents that need to be completed for this authorization, please send them to my attention at the address provided above.

Thank you for your prompt attention to this matter. I appreciate your understanding and cooperation.

Sincerely,

Emily Johnson