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| |  | | --- | |  | | **Authority Letter**  Operate a Bank Account | |  | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  | | To Whom It May Concern,  I, John Smith, am writing this letter to formally authorize Jane Johnson, my designated caregiver, to operate and manage my bank account with account number 78901234 at Greenfield Bank.  Due to my advanced age and health considerations, I have decided to seek assistance in managing my financial affairs and ensuring that my bills are paid on time. Jane Johnson has been providing me with dedicated care and support, and I trust her completely to handle my financial matters responsibly.  **This authorization includes, but is not limited to:**   * Depositing funds into my account on my behalf. * Withdrawing funds from my account as needed for necessary expenses. * Transferring funds between accounts, if required. * Managing online banking services and bill payments. * Accessing account statements and related financial information.   I understand that by granting this authorization, I am providing Jane Johnson with the necessary rights to act on my behalf regarding matters related to my bank account. I will hold Jane Johnson responsible for her actions in managing my account and trust that she will act in my best interest.  This authorization is effective from August 10, 20XX, and will remain in effect until further notice or until I can manage my account independently.  I kindly request your cooperation and support in facilitating this arrangement. Please provide Jane Johnson with any necessary information or access she may require to perform her duties effectively.  I appreciate your understanding and assistance in this matter. If you have any questions or require additional information, please feel free to contact me at (555) 123-4567 or john.smith@email.com.  Thank you for your prompt attention to this request.  Sincerely,  John Smith  **Enclosures**:  1. Copy of Jane Johnson's identification (Driver's License and Passport)  2. Copy of my identification (Driver's License and Passport) | |  | |