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| **Authority Letter** | [Email] |
| Banking Affairs during Travel Abroad | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

**Subject:** Authorization Letter for Banking Affairs during Travel Abroad

Dear Mr. David Thompson,

I hope this letter finds you well. I am writing to inform you about my upcoming travel plans abroad and to request your assistance in ensuring the smooth management of my banking affairs during my absence.

I will be traveling to Japan from September 1, 20XX, to September 30, 20XX, for the purpose of a business conference. As I will be away from September 1st to September 30th, I understand the importance of maintaining regular banking activities, such as bill payments and check deposits.

**In light of this, I hereby authorize my trusted friend, Sarah Miller, to act on my behalf and manage the following banking activities:**

1. Paying Bills: Sarah Miller is authorized to make bill payments from my Checking Account (Account Number: XXXX-XXXX-XXXX) during my absence. This includes utility bills, mortgage payments, and any other regular payments that may arise.
2. Depositing Checks: Sarah Miller is also authorized to deposit checks payable to me into my Checking Account (Account Number: XXXX-XXXX-XXXX). Please ensure that any necessary endorsements are made to facilitate smooth check deposits.

I kindly request you to provide Sarah Miller with all the necessary assistance and access required to carry out these activities. Sarah will present a copy of this authorization letter, along with her passport, for verification purposes.

I understand that this authorization is valid only during the specified period of my travel, and I will promptly notify the bank of any changes to these arrangements. I trust that Golden Bank will extend their usual professionalism and support to Sarah Miller to ensure that my banking affairs are managed efficiently in my absence.

I appreciate your attention to this matter and thank you in advance for your cooperation. If you have any questions or require further information, please feel free to contact me at (555) 678-9012 or your.email@example.com.

Thank you for your understanding and assistance.

Sincerely,

Alex Johnson

**Enclosure:** Copy of Sarah Miller's passport