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| |  | | --- | |  | | **Authority Letter**  Operate Bank Account | |  | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | | **Subject:** Authorization Letter to Operate Bank Account  To Whom It May Concern,  I am writing this letter to inform you that I will be traveling abroad from August 15, 20XX, to September 10, 20XX. During my absence, I hereby authorize my trusted friend, Emily Davis, to operate my bank account with Bank of Harmony, Account Number 987654321.  Emily Davis will have full authority to perform any banking transactions on my behalf, including but not limited to deposits, withdrawals, fund transfers, and account inquiries. This authorization is valid for the duration of my travel period mentioned above.  Please provide Emily Davis with any necessary assistance and access required to manage the account effectively. I trust Emily Davis to act in my best interest during my absence and make financial decisions on my behalf.  In case there are any documents or forms that require my signature during this period, please liaise with Emily Davis to facilitate the process. I have apprised Emily Davis of my account details and the purpose of this authorization.  I understand that I am responsible for any transactions or actions conducted by Emily Davis on my behalf during the specified period. I will not hold Bank of Harmony, its employees, or representatives liable for any actions taken based on this authorization letter.  If you require any further verification or information, please feel free to contact me at (555) 123-4567 or john.smith@email.com.  I appreciate your prompt attention to this matter and thank you for accommodating my request.  Sincerely,  John Smith  Passport Number: AB1234567 | |