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| |  | | --- | | **Authority Letter**  Operate a Bank Account |  |  | | --- | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  |   Dear Mr. Anderson,  I hope this letter finds you well. I am writing to formally authorize my brother, James Parker, to operate my bank account during my absence.  I am currently on a business trip that will require my attention for an extended period. I will be away from September 1, 20XX, to October 15, 20XX. During this time, it is important for me to ensure that my child, Ethan Parker, is well taken care of, and my brother, James Parker, has graciously agreed to assist me in this regard.  I kindly request that you grant James Parker full access and authority to perform any necessary transactions on my behalf, including but not limited to:   * Deposits: James Parker should be able to make deposits into the account on my behalf. * Withdrawals: James Parker should be able to make withdrawals from the account as needed for the care and well-being of my child. * Inquiries: James Parker should have the authority to inquire about the account balance, recent transactions, and any other account-related information.   Enclosed with this letter, please find a copy of James Parker's driver's license for your reference and verification purposes.  I trust James Parker completely and have complete confidence in his ability to manage my financial matters in my absence. I understand that I will remain ultimately responsible for any transactions made during this period.  I kindly request that you provide any assistance or guidance that James Parker may require to smoothly operate the account on my behalf. Additionally, please ensure that all communications and correspondence related to my account during this period are directed to James Parker's address or email provided below:  789 Pine Street, Seattle, WA, 98103  james.parker@email.com  I appreciate your understanding and cooperation in this matter. Should you require any further information or documentation, please do not hesitate to contact me at (555) 123-4567 or emily.parker@email.com.  Thank you for your prompt attention to this request.  Sincerely,  Emily Parker  Account Number: 98765432 |