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| |  | | --- | | **Authority Letter**  Act on My Behalf |  |  | | --- | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  |   Dear Ms. Johnson,  I, John Smith, residing at 789 Oak Street, Newtown, USA, hereby authorize my daughter, Sarah Smith, who is also my legal representative, to act on my behalf in all matters related to the management and disposition of my savings account with your esteemed organization, XYZ Bank.  **This authorization includes, but is not limited to:**   * Making decisions and conducting transactions related to my savings account. * Signing and executing necessary documents, agreements, and contracts related to the account. * Accessing and obtaining information, records, or documents pertinent to the account.   This authorization is valid from August 15, 20XX, to December 31, 20XX, or until the completion of the specified task, whichever comes earlier. Sarah Smith is granted full authority to perform the necessary actions within the scope of this authorization. I trust her judgment and believe that her actions will be in my best interest.  I kindly request you to provide Sarah Smith with any assistance or information she may require during the period of this authorization. Please consider any communication or instruction from Sarah Smith to have the same effect as if it were coming directly from me.  If there are any changes or updates to this authorization, I will promptly inform XYZ Bank in writing.  Thank you for your attention to this matter. Should you require any further clarification, please feel free to contact me at (555) 123-4567 or example@email.com.  Sincerely,  John Smith |