

Jane Doe  
111 Main St.  
Los Angeles, CA 90034

January 10, 2013

Mr. John Smith  
USA Bank  
545 Maple Dr.  
Los Angeles, CA 98543

Dear Mr. Smith,

I, Jane Doe, am writing this letter to indicate that I authorize Joe Clark to act on my behalf with regard to checking account #1234567890 while I am out of town between the dates of February 1, 2013 and March 31, 2013.

I appreciate both your and Mr. Clark's assistance in this matter.

Sincerely,

Jane Doe

Get more from <http://www.wikihow.com>