



Name

Address

January 10, 2016

Mr. XYZ

Address

Dear Mr. XYZ

I writing this letter to indicate that I authorize Joe Clark, my personal account manager to act on my behalf with regard to checking account #1234567890 while I am out of town between the dates of February 1, 2016 and March 31, 2016.

Should you have any questions please contact me by phone prior to February 1 6:00pm PST. I appreciate both your and Mr. Clark's assistance in this matter.

Sincerely,

Name

323-555-2223