**Authorisation letter to bank**

Bank account’s address   
contact details

Your address and contact details

Objective – account number (insert account number)

To whom it may concern,

Please be informed that (insert name of person) is authorised to act on my behalf regarding this account during the periods of (insert exacts dates.) I will be in (insert place) and I will not be able to attend my affairs. During the above dates (insert name of person) is authorised to withdraw funds, deposit funds and write checks for this account.

Please contact me using the details above if you have any questions

Print full name

(Sign and date)