

# Authorization letter to act on behalf of someone

---

**Maria Johnson**

**234 Pine Street**

**Orlando, FL 32801**

**maria.johnson@email.com**

**(555) 456-7890**

**October 17, 2024**

**ABC Bank**

**Customer Service Department**

**456 Banking Plaza**

**Orlando, FL 32801**

**Subject:** Authorization to Act on Behalf of John Johnson

Dear Customer Service Department,

I, Maria Johnson, hereby authorize David Johnson, residing at 789 Oak Lane, Orlando, FL 32801, to act on behalf of John Johnson regarding matters related to his bank accounts at ABC Bank. John Johnson is unable to manage these transactions personally due to medical reasons.

## **Scope of Authorization**

This authorization allows David Johnson to:

- Access and manage bank accounts held by John Johnson

- Conduct transactions, obtain account information, and perform any necessary banking operations

**Effective Dates**

This authorization is effective from October 20, 2024, to November 30, 2024, or until further notice from me in writing.

**Identification and Verification**

For verification, David Johnson will present his driver's license as proof of identity while acting on behalf of John Johnson.

Please contact me at (555) 456-7890 or via email at maria.johnson@email.com if you require further clarification.

Thank you for your assistance.

**Sincerely,**

**Maria Johnson**

**[Signature].**