

# Authorization Letter to Claim Money due to Work

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January 3, 2025

Branch Manager  
Springfield Community Bank  
123 Elm Street  
Springfield, 98765

Dear Branch Manager,

Subject: Authorization to Claim Money Due to Work Commitments

I, Michael Harris, currently residing at 789 Cedar Lane, Springfield, am engaged in extensive work commitments that require me to travel abroad for an extended period. Due to these circumstances, I am unable to personally attend to my financial obligations and transactions. Therefore, I am writing to grant authority to my trusted friend, Emma Thompson, to handle specific financial transactions on my behalf.

## Details of the Authorized Representative:

- **Name:** Emma Thompson
- **Identification Number:** ID 0022554477

Emma is hereby empowered to withdraw funds and manage transactions related to my savings account (Account No: 123456789) at Springfield Community Bank. Specifically, she is authorized to withdraw a maximum amount of \$5,000, handle deposits, and access account statements and transaction details as needed.

This authorization takes effect immediately and will remain valid until March 31, 2025. During this period, Emma Thompson will act within the limits described herein and is authorized to interact with bank personnel and manage the transactions specified.

I have attached copies of my identification document and Emma Thompson's identification document for your reference and verification purposes. Please ensure that Emma is provided with all necessary support and access to fulfill her responsibilities effectively.

Should you have any questions or require further clarifications, please do not hesitate to contact me at my phone number or email address provided above. I appreciate your cooperation in facilitating these financial transactions during my absence.

Thank you for your attention to this matter.

**Sincerely,**

Michael Harris

**Enclosures:**

- Copy of Michael Harris's Identification (Driver's License)
- Copy of Emma Thompson's Identification (Driver's License)