Recipients Name

19200 C, Raven Street  
690, Hawks Bay  
Mobile, AB – 88888

Mar 13, 2014  
  
The Manager  
ABCD  
444, Reagan Boulevard  
Mobile, AB - 88888  
  
Sub: Authority letter for \_\_\_\_\_\_\_\_\_\_\_\_\_  
  
To whom it may concern,

I, the undersigned, have been a patron of your bank since 2006. I have opened a recurring deposit account and a saving account with your bank during that period. The details of which are enclosed herewith this letter.  
  
I hereby authorize Melinda Lee, my sister, to act in all matters necessary with regards to both my accounts. I guarantee my full consent with regards to this authorization. I am enclosing the proof of my identity for confirmation of my relation to Melinda Lee, along with my account statements for the previous two months.   
  
In need of further contact, with regards to further verification or clarification, please feel free to reach me at my emaillee\_anabelle@gnetmail.com, this is the verified email linked to the accounts I hold with you.

Thanking you,  
  
Sincerely,  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_