

[Senders Name]

[Address line]

[State, ZIP Code]

[Letter Date]

[Recipients Name]

[Address line]

[State, ZIP Code]

[Subject: Normally bold, summarizes the intention of the letter] -Optional-

Dear [Recipients Name],

This letter is a letter with an enclosed power of attorney document authorizing Mr. Chad F. Charter to access our company's accounts and do banking for our business.

Please make certain that he is to encounter no problems accessing the files which he deems fit and that he is recognized as having this authority.

You may contact me for any queries which you may have.

Sincerely,

[Senders Name]

[Senders Title] -Optional-

[Enclosures: number] - Optional -

cc: [Name of copy recipient] - Optional -