

Jane Doe  
111 Main St.  
Los Angeles, CA 90034

January 0, 0000

**Mr. John Smith**  
USA Bank  
545 Maple Dr.  
Los Angeles, CA 98543

Dear Mr. Smith,

I, Jane Doe, am writing this letter to indicate that I authorize Joe Clark to act on my behalf with regard to checking account #1234567890 while I am out of town between the dates of February 1, 2013 and March 31, 2013.

I appreciate both your and Mr. Clark's assistance in this matter.

**Sincerely,**

Jane Doe