

1234 Hamilton Road  
Hamilton, Bermuda 56789  
April 0, 0000

Mr. ABC  
Bank of Hamilton's Manager  
6789 Hamilton Road  
Hamilton, Bermuda 56789

Re: Account Number 123456

Dear Mr. Williams,

Please be informed that Mr. Jack Major is authorized to act on my behalf regarding this account from April 17, 2014 until May 27, 2014. I will be in Mecca, Saudi Arabia and will not be able to attend to my affairs. During the mentioned above dates, Mr. Jack Major is authorized to withdraw funds, deposit funds, write checks, and initiate wire transfers from this account.

Please call me at this number 2223333 if you have any questions.  
Sincerely,  
George Major