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# Letter of Authorization Giving Permission

John Doe  
123 Maple Street  
Springfield, IL, 62704  
johndoe@email.com  
(555) 123-4567  
April 7, 2024


Jane Smith  
Acme Bank  
456 Oak Avenue  
Springfield, IL, 62705

Subject: Letter of Authorization

**Dear Jane Smith,**

I, John Doe, hereby authorize Michael Brown, holding identification number AB123456C, to act on my behalf in regards to managing my financial accounts at Acme Bank from April 10, 2024, until April 10, 2025.

During this period, Michael Brown has my permission to access any relevant documents, make decisions, and perform any necessary actions pertaining to my financial accounts held at your institution. I ensure that any acts carried out by Michael Brown within the scope of this authorization will be acknowledged and accepted as if performed by me personally.



Please extend your full cooperation to Michael Brown and consider any of their actions or decisions made in this context as valid and binding.

This letter does not authorize Michael Brown to perform any actions not related to the specific purpose outlined herein. Any actions beyond this scope require separate authorization.

Should you require any further confirmation or have any queries regarding this authorization, please feel free to contact me directly at (555) 123-4567 or johndoe@email.com.

Thank you for your attention to this matter and your cooperation.

**Sincerely,**

**John Doe**