

*Bank Letter Head  
including phone number*

*date*

To Whom It May Concern;

This letter is to introduce you to *Your Name (dba name account is in)* of *City,State* and to advise you that any check written by him on account number *xxxxxxxxxx* will be honored by our bank up to the amount of *\$xxxx.xx*.

This letter is being submitted for the purpose of the Boy Scout Elk Antler Auction on May 17th, 2008 in Jackson Hole, Wyoming.

Sincerely,

*Bank Officer Name  
Bank Officer Title  
direct phone number*

**SAMPLE  
LETTER OF AUTHORIZATION**