

*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/her 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 53rd Boy Scout Elk Antler Auction being held online this year with a closing date of Saturday, September 19th.

Sincerely,

*Bank Officer Name
Bank Officer Title
direct phone number*

**SAMPLE
LETTER OF AUTHORIZATION**