

Quick Travel Banking Authorization

Subject: Quick Authorization for Travel Banking

Hi,

Need to set up temporary banking access ASAP! I'm leaving for a 3-month work assignment in Japan next week, and my business partner needs to handle some transactions while I'm gone.

Here's the deal: [Partner Name] needs to access my business account [Account Number] to pay suppliers, collect payments, and handle day-to-day banking stuff. Nothing crazy - just keeping the business running smoothly while I'm dealing with the Tokyo project.

Max transaction limit should be \$10,000 per day, which should cover most of our regular business expenses. I'll still have online access for monitoring, but having someone locally available is crucial for check deposits and urgent matters.

I've attached both our IDs and a simple authorization form. This should only be active from [Start Date] to [End Date] when I return.

Can we get this sorted by [Date]? Really appreciate the quick turnaround!

Cheers,

[Your Name]

[Phone Number]

[Date]

P.S. - I'll bring you some amazing Japanese snacks when I get back!

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