**Sample Enclose Power Of Attorney Letter**

With the transfer of power, it is very important to inform other associated institutions like bank etc. It is important to make sure that all the functions and proceedings of the company are carried out without any hindrances. This letter which encloses the power of attorney is a formal way of informing associated institutions about this transfer of power. It must contain information regarding the transfer of authority. It is a formal and short letter mentioning the important information.

Use the template given below to create your own enclose power to attorney letter. Use this format as a guide to help you inform about transfer of authority in a professional manner.

**Sample Enclose Power Of Attorney Letter**

DATE: June 16, 2014

Robert Grant  
State Bank  
22 Richmond Street  
California

Dear Robert Grant,

Please find a signed power of attorney authorizing Nina Henry to conduct banking on behalf of our company with this letter. I request you to please retain this power of attorney in your files and make all possible internal arrangements required to make that Nina Henry is recognized as having the authority of conducting bank formalities on behalf of the company.

In case, you have any doubts, you can call me anytime at 987654321.

Sincerely,

Brain Berry