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| |  | | --- | | **Authority Letter**  Collect Bank Statement |  |  | | --- | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  |   To Whom It May Concern,  I, [Your Full Name], holder of account number [Your Account Number] with [Bank Name], hereby authorize [Authorized Person's Full Name] to collect my bank statement on my behalf. This authorization is valid for the period starting from [Start Date] to [End Date].  I understand and acknowledge that by granting this authorization, I am allowing [Authorized Person's Full Name] to access and obtain information related to my account, including but not limited to bank statements and transaction details. I trust that [Authorized Person's Full Name] will act responsibly and maintain the confidentiality of the information obtained from my account.  Please ensure that [Authorized Person's Full Name] presents a valid government-issued photo identification, along with a copy of this authorization letter, when collecting the bank statement. Additionally, I request that any fees or charges associated with this service be deducted from my account.  I hold [Bank Name] harmless and indemnify the bank against any liability arising from the release of my bank statement to [Authorized Person's Full Name] under this authorization.  I appreciate your prompt attention to this matter and kindly request that you provide [Authorized Person's Full Name] with the necessary assistance to facilitate the collection of the bank statement.  Thank you for your understanding and cooperation.  Sincerely,  [Your Signature]  [Your Full Name]  [Your Contact Number]  [Your Email Address]  **Attachments:**   * Copy of [Your Identification Document] * Copy of [Authorized Person's Identification Document] |