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| |  | | --- | |  | | **Authority Letter**  Collect Documents | |  | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | | **Subject:** Authorization Letter to Collect Documents from Bank  Dear Sir/Madam,  I, John Smith, hereby authorize Jane Johnson to collect the following documents on my behalf from ABC Bank:   * Bank Statement - for the period of January to March 20XX. * Loan Agreement - for Account No. XXXXXXXX.   This authorization is valid from August 10, 20XX, to August 20, 20XX, during which Jane Johnson will act as my representative for the sole purpose of collecting the aforementioned documents.  I trust that Jane Johnson will present appropriate identification and sign any required forms to fulfill the document retrieval process. I take full responsibility for any actions taken by Jane Johnson on my behalf.  I have attached a copy of Jane Johnson's driver's license for verification purposes.  Please find my signature below, confirming my consent for the authorized collection of documents:  John Smith  **Date:** August 8, 20XX  Thank you for your attention to this matter. Should you have any questions or require further information, kindly contact me at (555) 555-5555 or john.smith@email.com.  Sincerely,  John Smith  **Enclosure:** A copy of Jane Johnson's driver's license | |