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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, [Your Full Name], hereby authorize [Recipient's Full Name] to collect the following documents on my behalf from [Bank Name]:   * [Document 1] -[Specify the document name, e.g., Bank Statement for the period of January to March 2023] * [Document 2] -[Specify the document name, e.g., Loan Agreement for Account No. XXXXXXXX]   This authorization is valid from [Start Date] to [End Date], during which [Recipient's Full Name] will act as my representative for the sole purpose of collecting the aforementioned documents.  I trust that [Recipient's Full Name] will present appropriate identification and sign any required forms to fulfill the document retrieval process. I take full responsibility for any actions taken by [Recipient's Full Name]on my behalf.  I have attached a copy of [Recipient's Full Name]'s identification documents, including their [Specify the type of ID, e.g., driver's license or passport], for verification purposes.  Please find my signature below, confirming my consent for the authorized collection of documents:  [Your Signature]  **Date:** [Date of Signing the Letter]  Thank you for your attention to this matter. Should you have any questions or require further information, kindly contact me at [Your Phone Number] or [Your Email Address].  Sincerely,  [Your Full Name]  [Your Signature] |