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| **AUTHORITY LETTER** | [Email] |
| Collect Documents from Bank | [Address] |
|  | [Phone] |

**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]:

1. [Document 1]- [Specify the document name, e.g., Bank Statement for the period of January to March 20XX]

2. [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 if the letter is printed]

[Your Full Name] (printed)