|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | **AUTHORITY LETTER**  Collect Bank Statement |  |  | | --- | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  | | **Subject:** Authorization Letter to Collect Bank Statement  To Whom It May Concern,  I, Jane Doe, holder of account number 987654321 with ABC Bank, hereby authorize Michael Smith to collect my bank statement on my behalf. This authorization is valid for the period starting from August 10, 20XX, to September 10, 20XX.  I understand and acknowledge that by granting this authorization, I am allowing Michael Smith to access and obtain information related to my account, including but not limited to bank statements and transaction details. I trust that Michael Smith will act responsibly and maintain the confidentiality of the information obtained from my account.  Please ensure that Michael Smith 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 ABC Bank harmless and indemnify the bank against any liability arising from the release of my bank statement to Michael Smith under this authorization.  I appreciate your prompt attention to this matter and kindly request that you provide Michael Smith with the necessary assistance to facilitate the collection of the bank statement.  Thank you for your understanding and cooperation.  Sincerely,  Jane Doe  Contact Number: (555) 123-4567  Email Address: jane.doe@email.com  **Attachments:**  1. Copy of Jane Doe's Identification Document  2. Copy of Michael Smith's Identification Document | |