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| **AUTHORITY LETTER** | [Email] |
| Collect Bank Statement | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

**Subject:** Authorization Letter to Collect Bank Statement

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:**

1. Copy of [Your Identification Document]

2. Copy of [Authorized Person's Identification Document]