|  |  |
| --- | --- |
| **Authority Letter** | [Email] |
| Collect Bank Statement | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

Subject: Authorization Letter to Collect Bank Statement on My Behalf

To Whom It May Concern,

I, John Doe, account holder at Golden Finance Bank, am writing this letter to formally authorize my colleague, Jane Smith, to collect my bank statement on my behalf. I am currently on a business trip and will not be available to visit the bank in person.

This authorization is valid from August 15, 20XX, to August 25, 20XX. During this time, I request that Jane Smith be granted full access to my account and be allowed to collect the necessary documents, specifically my bank statement for the period of July 1, 20XX, to July 31, 20XX.

**Please find the details of my colleague below:**

Full Name: Jane Smith

Date of Birth: January 15, 19XX

Contact Number: (555) 789-1234

Email Address: jane.smith@email.com

I understand that my colleague will need to provide appropriate identification documents to verify her identity and her association with me. I trust that your bank's security procedures will ensure that my information remains confidential and secure.

I kindly request that you provide Jane Smith with the necessary assistance and information needed to retrieve my bank statement. If there are any additional forms or requirements, please feel free to contact me via email at johndoe@email.com or my designated representative at jane.smith@email.com for prompt action.

I appreciate your understanding and cooperation in this matter. Thank you for your attention to this request.

Sincerely,

John Doe

**Enclosures:** Copy of my driver's license