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| |  | | --- | | **Authority Letter**  Collect Bank Statement |  |  | | --- | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  |   Dear Sir/Madam,  I hope this letter finds you in good health. I am writing to inform you that I will be traveling abroad from August 15, 20XX, to September 10, 20XX, for the purpose of a business conference. During my absence, I would like to authorize my close friend, Emily Johnson, to collect my bank statements on my behalf.  **Please find below the details of my friend who will be collecting the bank statement**:   * Name of Authorized Person: Emily Johnson * Relationship to Account Holder: Close Friend * Authorized Person's Identification: Passport Number: AB123456 * Contact Number of Authorized Person: +123-456-7890 * Email Address of Authorized Person: emily.johnson@example.com   I understand that my bank statements contain confidential information and sensitive financial data. I trust my friend Emily Johnson completely and authorize her to collect the bank statement on my behalf during the specified period. She will present a copy of this authorization letter along with her identification as proof of her authorization to collect the bank statement.  I kindly request your cooperation in facilitating the smooth collection of the bank statement by my authorized representative. Should there be any additional documents or procedures required, please do not hesitate to contact me via email at john.smith@example.com or by phone at +987-654-3210.  I appreciate your understanding and assistance in this matter. I have enclosed a copy of Emily Johnson's identification and contact details for your reference. Thank you for your prompt attention to this request.  Sincerely,  John Smith  Contact Number: +987-654-3210  Email Address: john.smith@example.com  Enclosure: Copy of Emily Johnson’s Identification and Contact Details |