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

TO [Receiver Name] [Receiver Title]

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

Dear Riverside Banking Services Customer Service,

I am writing to inform you that I am currently hospitalized and unable to personally visit the bank to collect my bank statement. Due to my medical condition, I have authorized my colleague, Michael Turner, to collect the bank statement on my behalf. I kindly request your assistance in facilitating this process and ensuring a smooth retrieval of the necessary documents.

**Below are the details of the authorized individual:**

* Name of Authorized Person: Michael Turner
* Relationship to Account Holder: Colleague
* Identification Document: Driver's License - CA7890123
* Contact Information: Phone Number: 555-555-5555, Email Address: michael.turner@email.com

I understand that certain procedures and requirements may be necessary to very the identity of the authorized person. I have full confidence in Michael Turner's ability to provide all necessary documentation and comply with any necessary procedures.

**Please provide Michael Turner with the bank statement for the following account:**

* Account Holder Name: Jennifer Roberts
* Account Number: 1234567890

I hereby grant Michael Turner permission to act on my behalf in collecting the bank statement and any associated documents. I also authorize Michael Turner to sign any documents required for the collection process.

I kindly request that the bank statement be provided in a sealed envelope addressed to me, and Michael Turner will ensure its safe delivery to me during my hospitalization.

I appreciate your understanding and assistance during this challenging time. If you require any further documentation or information, please do not hesitate to contact me at 555-123-4567 or jennifer.roberts@email.com.

Thank you for your prompt attention to this matter.

Sincerely,

Jennifer Roberts

Enclosure: Copy of Michael Turner's Driver's License