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| |  | | --- | |  | | **Authority Letter**  Collect Debit Card | |  | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  | |  |   **Subject:** Authorization Letter to Collect Debit Card  Dear Ms. Smith,  I hope this letter finds you well. I am writing to inform you that I am currently on a business trip and will be unable to personally collect my debit card from your esteemed bank. Therefore, I am authorizing my sister, Emily Doe, who is also an account holder at your bank, to collect the debit card on my behalf.  I understand the importance of maintaining the security of my financial transactions, and I trust that the necessary precautions will be taken to ensure a smooth and secure process for releasing the debit card to my authorized representative.  **Please find below the details of my authorized representative:**  Full Name: Emily Doe  Relationship to Me: Sister  Account Number: 987654321  Identification Document: Driver's License  Identification Document Number: DL567890  Contact Number of Authorized Representative: (555) 987-6543  I kindly request you to provide my authorized representative with my debit card and any accompanying documents. My authorized representative will also provide proper identification and sign any required documents during the collection process.  I am confident that my authorized representative will adhere to all the bank's guidelines and procedures during the collection process. I appreciate your understanding and cooperation in this matter.  Thank you for your prompt attention to this request. If you require any further information or documentation, please do not hesitate to contact me via email at jane.doe@email.com or on my phone at (555) 123-4567.  Sincerely,  Jane Doe  Account Number: 987654321 |