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| |  | | --- | |  | | **Authority Letter**  Collect New Credit Card | |  | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  | |  |   **Subject:** Authorization Letter to Collect New Credit Card  Dear Riverside Bank Customer Service,  I am writing to formally authorize Ms. Emily Davis to collect my new credit card on my behalf. Due to my upcoming overseas trip, I am unable to personally visit the bank to retrieve my credit card.  I understand that proper identification will be required from Ms. Davis, and I have complete confidence in her ability to fulfill this task responsibly. Please ensure that she is provided with my new credit card along with any associated documents or instructions.  I have enclosed a copy of her passport for your reference. In addition, I grant her permission to sign any necessary documents on my behalf during the collection process.  I kindly request that this authorization be processed by August 15, 20XX, to avoid any delays in obtaining my new credit card. Once the card is collected, I request that you notify me via email or phone call to confirm the successful pickup.  Please do not hesitate to contact me at (555) 123-4567 or johnsmith@email.com if you require any further information or if there are any additional steps, I need to take to facilitate the card collection process.  I appreciate your understanding and assistance in this matter.  Thank you for your prompt attention to my request.  Sincerely,  John Smith  **Enclosures:**  1. Copy of Ms. Emily Davis's Passport  2. Copy of my Driver's License |