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| |  | | --- | | **Authority Letter** Collect Account Closure Confirmation Letter |  |  | | --- | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  | | **Subject:** Authorization Letter to Collect Account Closure Confirmation Letter  To Whom It May Concern,  I, Jane Doe, a resident of 789 Willow Lane, Meadowville, State 12345, hereby authorize my trusted friend, John Smith, residing at 123 Elm Avenue, Seaside, State 54321, to collect my account closure confirmation letter on my behalf from your esteemed bank. I am currently residing in Tranquil State, and it is not feasible for me to personally visit the bank to collect the document.  **The necessary details for identification of my account are as follows:**  Account Holder's Name: Jane Doe  Account Number: 9876543210  Date of Birth: July 10, 19XX  Contact Number: 555-987-6543  I kindly request that you provide John Smith with the account closure confirmation letter and any associated documents. John Smith will present a copy of this authorization letter, a valid photo identification, and any other necessary documents for verification purposes.  I understand that John Smith will be acting as my representative solely for the purpose of collecting the account closure confirmation letter, and I hold full responsibility for any actions taken by them on my behalf in this matter.  I would appreciate your cooperation in this matter and request that you assist John Smith in obtaining the necessary documents promptly.  Please feel free to contact me at 555-987-6543 or jane.doe@email.com if you require any further information or have any questions regarding this authorization.  Thank you for your attention and prompt assistance.  Sincerely,  Jane Doe  **Enclosures:**  1. Copy of my photo  2. Copy of John Smith's Photo for identification | |