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| |  | | --- | | **Authority Letter**  Collect Account Verification |  |  | | --- | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  |   Dear Ms. Jennifer Smith,  I, John Smith, with account number 987654321, am writing this letter to formally authorize Sarah Johnson to collect my account verification letter from your esteemed bank on my behalf. I am unable to personally visit the bank due to a work-related conference scheduled on the same day.  I understand that presenting proper identification and complying with all necessary procedures is mandatory for the collection of the said document. I am confident that Sarah Johnson will fulfill all the required formalities to ensure a smooth and efficient process.  To facilitate this process, I am providing Sarah Johnson with a copy of my passport and driver's license. These documents will serve as proof of my consent and authorization for the collection.  Please find attached a copy of my identification documents along with this authorization letter for your reference. I kindly request you to please cooperate with Sarah Johnson and provide her with the necessary assistance in obtaining the account verification letter.  If there are any specific forms or additional documents required by the bank to process this authorization, kindly inform Sarah Johnson so that I may provide them promptly.  I would like to express my gratitude in advance for your understanding and cooperation in this matter. Should you require any further information or clarification, please do not hesitate to contact me at (555) 123-4567 or john.smith@email.com.  Thank you for your attention to this matter.  Sincerely,  John Smith  **Enclosures:**  1. Copy of my passport and ID |