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| |  | | --- | | **Authority Letter**  Collect Bank Statement |  |  | | --- | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  | | **Subject:** Authorization Letter to Collect Bank Statement  To Whom It May Concern,  I, Sarah Johnson, a holder of account number 987654321 at Springfield Bank, am writing this letter to formally authorize my spouse, Michael Johnson, to collect my bank statement on my behalf. I am currently out of the city due to a business trip, and I will not be able to visit the bank in person to obtain the necessary documents.  I understand that my bank statement for the period of August to September 20XX is ready for collection. I hereby grant full permission to my spouse, Michael Johnson, to present this letter along with his valid identification and any other required documents to authenticate his identity.  **Details of my spouse authorized for collection:**   * Name: Michael Johnson * Date of Birth: January 30, 19XX * Relationship to Account Holder: Spouse   I kindly request the bank to cooperate with my spouse and provide him with a copy of my bank statement for the specified period. I trust that all necessary security protocols will be followed to ensure the safety and confidentiality of my account information.  In case there are any additional forms or procedures that my spouse needs to complete to fulfill this request, please inform him, and he will be more than willing to comply.  I apologize for any inconvenience this may cause and appreciate your understanding and assistance in this matter.  Thank you for your prompt attention to this authorization letter. Please feel free to contact me at (555) 123-4567 or sarah.johnson@email.com if you require any further information or clarification.  Sincerely,  Sarah Johnson  **Enclosures:**   * Copy of Michael Johnson's Driver's License * 2. Copy of Sarah Johnson's Passport | |