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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  Dear Sir/Madam,  I hope this letter finds you in good health. I am writing to inform you that I will be traveling abroad from [Travel Start Date] to [Travel End Date] for the purpose of [Briefly mention the purpose of your travel, such as vacation, business, etc.]. During my absence, I would like to authorize my close friend, [Friend's Full Name], to collect my bank statements on my behalf.  **Please find below the details of my friend who will be collecting the bank statement:**   * Name of Authorized Person: [Friend's Full Name] * Relationship to Account Holder: [Friend's Relationship to You] * Authorized Person's Identification: [Friend's Passport/ID Number] * Contact Number of Authorized Person: [Friend's Contact Number] * Email Address of Authorized Person: [Friend's Email Address]   I understand that my bank statements contain confidential information and sensitive financial data. I trust my friend [Friend's Full Name] completely and authorize them to collect the bank statement on my behalf during the specified period. They will present a copy of this authorization letter along with their identification as proof of their authorization to collect the bank statement.  I kindly request your cooperation in facilitating the smooth collection of the bank statement by my authorized representative. Should there be any additional documents or procedures required, please do not hesitate to contact me via email at [Your Email Address] or by phone at [Your Phone Number].  I appreciate your understanding and assistance in this matter. I have enclosed a copy of my friend's identification and contact details for your reference. Thank you for your prompt attention to this request  Sincerely,  [Your Full Name]  [Your Signature - if submitting a physical copy]  [Your Contact Number]  [Your Email Address] | |