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| **Authority Letter**  Collect Documents |

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| To[Receiver Name][Receiver Title][Addess][Email] |
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| From[Sender Name][Sender Title][Addess][Email] |

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| **Subject:** Authorization Letter to Collect Documents on My BehalfTo Whom It May Concern,I, [Your Name], account holder at [Bank Name], am writing this letter to formally authorize my colleague,[Colleague's Name], to collect my bank statement on my behalf. I am currently on a business trip and will not be available to visit the bank in person.This authorization is valid for the period of [Start Date] to [End Date]. During this time, I request that [Colleague's Name] be granted full access to my account and be allowed to collect the necessary documents, specifically my bank statement, for the period of [Date Range].**Please find the details of my colleague below:**Full Name: [Colleague's Name][Colleague's Name]Date of Birth: [Colleague's Date of Birth]Contact Number: [Colleague's Phone Number]Email Address: [Colleague's Email Address]I understand that my colleagues will need to provide appropriate identification documents to verify their identity and their association with me. I trust that your bank's security procedures will ensure that my information remains confidential and secure.I kindly request that you provide [Colleague's Name] with the necessary assistance and information needed to retrieve my bank statement. If there are any additional forms or requirements, please feel free to contact me via email at [Your Email Address] or my designated representative at [Colleague's Email Address] for prompt action.I appreciate your understanding and cooperation in this matter. Thank you for your attention to this request.Sincerely,[Your Signature][Your Full Name]**Enclosures:** [List any supporting documents, if applicable, such as a copy of your identification]  |

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