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| **Authority Letter** | [Email] |
| Collect Bank Statement | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

**Subject:** Authorization Letter to Collect Bank Statement

Dear [Bank Manager's Name],

I am writing to formally authorize [Employee's Full Name], an employee of [Your Company Name], to collect my bank statement on my behalf. I am unable to personally visit the bank due to [state the reason for not being able to visit the bank, if applicable].

This authorization is valid for the period of [Start Date] to [End Date], during which [Employee's Full Name] is empowered to request and collect my bank statement for the account [Your Account Number]. The purpose of collecting the bank statement is [briefly mention the purpose, e.g., financial documentation for tax filing].

Please ensure that [Employee's Full Name] is provided with all necessary assistance and cooperation to access and collect the required bank statement. Enclosed with this letter is [Employee's Full Name]'s identification and a copy of their employee ID for verification purposes.

I hereby declare that any actions taken by [Employee's Full Name] within the scope of this authorization are binding upon me and are considered as if I have personally taken those actions. I also understand that I will be solely responsible for any consequences or liabilities arising from [Employee's Full Name]'s actions related to the collection of the bank statement.

I kindly request your prompt attention to this matter and appreciate your cooperation in assisting [Employee's Full Name] in the process. Please feel free to contact me at [Your Contact Number] or [Your Email Address] for any further clarification or verification.

Thank you for your understanding and support in this matter.

Sincerely,

[Your Name]

[Your Signature]

**Enclosures:**

1. Copy of [Employee's Full Name]'s identification (e.g., driver's license, passport)

2. Copy of [Employee's Full Name]'s employee ID