|  |  |
| --- | --- |
| **Authority Letter** | [Email] |
| Collect Debit Card | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

**Subject:** Authorization Letter to Collect Debit Card

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to inform you that I am currently on a business trip and will be unable to personally collect my debit card from your esteemed bank. Therefore, I am authorizing my [Family Member's Full Name], who is also an account holder at your bank, to collect the debit card on my behalf.

I understand the importance of maintaining the security of my financial transactions, and I trust that the necessary precautions will be taken to ensure a smooth and secure process for releasing the debit card to my authorized representative.

**Please find below the details of my authorized representative:**

Full Name: [Family Member's Full Name]

Relationship to Me: [e.g., Brother/Sister]

Account Number:[Your Account Number]

Identification Document: [e.g., Passport/Driver's License]

Identification Document Number: [ID Number]

Contact Number of Authorized Representative: [Authorized Representative's Phone Number]

I kindly request you to provide my authorized representative with my debit card and any accompanying documents. My authorized representative will also provide proper identification and sign any required documents during the collection process.

I am confident that my authorized representative will adhere to all the bank's guidelines and procedures during the collection process. I appreciate your understanding and cooperation in this matter.

Thank you for your prompt attention to this request. If you require any further information or documentation, please do not hesitate to contact me via email at [Your Email Address] or on my phone at [Your Phone Number].

Sincerely,

[Your Full Name]

[Your Signature (if sending a physical letter)]