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

TO [Receiver Name] [Receiver Title]

**Subject:** Authorization Letter to Collect New Credit Card

Dear [Bank Name] Customer Service,

I am writing to formally authorize [Authorized Person's Full Name] to collect my new credit card on my behalf. Due to [mention the reason for your absence, if applicable, e.g., travel, medical reasons], I am unable to personally visit the bank to retrieve my credit card.

I understand that proper identification will be required from the authorized person, and I have complete confidence in their ability to fulfill this task responsibly. Please ensure that they are provided with my new credit card along with any associated documents or instructions.

I have enclosed a copy of their identification documents for your reference. In addition, I grant them permission to sign any necessary documents on my behalf during the collection process.

I kindly request that this authorization be processed in a timely manner so as to avoid any delays in obtaining my new credit card. Once the card is collected, I request that you notify me via email or phone call to confirm the successful pickup.

Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] if you require any further information or if there are any additional steps I neesteps, take to facilitate the card collection process.

I appreciate your understanding and assistance in this matter.

Thank you for your prompt attention to my request.

Sincerely,

[Your Full Name]

[Your Signature, if sending a physical letter]

**Enclosures**:

1. Copy of Authorized Person's Identification Document (e.g., Driver's License, Passport)
2. Copy of My Identification Document (e.g., Driver's License, Passport)