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

TO [Receiver Name] [Receiver Title]

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

To Whom It May Concern,

I, [Your Full Name], a holder of account number [Your Account Number] at [Bank Name], am writing this letter to formally authorize my spouse, [Spouse's Full Name], to collect my bank statement on my behalf. I am currently out of the city due to [mention the reason for your absence, e.g., business trip, family emergency, vacation, etc.], and I will not be able to visit the bank in person to obtain the necessary documents.

I understand that my bank statement for the period [Specify the date range or month for which you need the statement] is ready for collection. I hereby grant full permission to my spouse, [Spouse's Full Name], to present this letter along with their valid identification and any other required documents to authenticate their identity.

**Details of my spouse authorized for collection:**

* Name: [Spouse's Full Name]
* Date of Birth: [Spouse's Date of Birth]
* Relationship to Account Holder: [Your Relationship, e.g., spouse]

I kindly request the bank to cooperate with my spouse and provide them with a copy of my bank statement for the specified period. I trust that all necessary security protocols will be followed to ensure the safety and confidentiality of my account information.

In case there are any additional forms or procedures that my spouse needs to complete to fulfill this request, please inform them, and they will be more than willing to comply.

I apologize for any inconvenience this may cause and appreciate your understanding and assistance in this matter.

Thank you for your prompt attention to this authorization letter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information or clarification.

Sincerely,

[Your Name]

[Your Signature]

**Enclosures:**

* Copy of Spouse's ID (Driver's License, Passport, etc.)
* Copy of Account Holder's ID (Your ID)
* Authorization form (if required by the bank)