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| **Authority Letter** | [Email] |
| Collect Account Verification | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

**Subject:** Authorization Letter to Collect Account Verification Letter

Dear [Bank Manager's Name],

I, [Your Full Name], with account number [Your Account Number], am writing this letter to formally authorize [Authorized Person's Full Name] to collect my account verification letter from your esteemed bank on my behalf. I am unable to personally visit the bank due to [provide a brief reason, such as work commitments, health issues, etc.].

I understand that presenting proper identification and complying with all necessary procedures is mandatory for the collection of the said document. I am confident that [Authorized Person's Full Name] will fulfill all the required formalities to ensure a smooth and efficient process.

To facilitate this process, I am providing [Authorized Person's Full Name] with a copy of my identification documents [list the identification documents being provided, such as passport, driver's license, etc.]. These documents will serve as proof of my consent and authorization for the collection.

Please find attached a copy of my identification documents along with this authorization letter for your reference. I kindly request you to please cooperate with [Authorized Person's Full Name] and provide them with the necessary assistance in obtaining the account verification letter.

If there are any specific forms or additional documents required by the bank to process this authorization, kindly inform [Authorized Person's Full Name] so that I may provide them promptly.

I would like to express my gratitude in advance for your understanding and cooperation in this matter. Should you require any further information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature]