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| **Authority Letter**  Collect Documents |
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| To[Receiver Name][Receiver Title][Addess][Email] |
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| From[Sender Name][Sender Title][Addess][Email] |

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**Subject:** Authorization Letter to Collect Documents from BankDear Sir/Madam,I, [Your Full Name], hereby authorize [Recipient's Full Name] to collect the following documents on my behalf from [Bank Name]:* [Document 1] -[Specify the document name, e.g., Bank Statement for the period of January to March 2023]
* [Document 2] -[Specify the document name, e.g., Loan Agreement for Account No. XXXXXXXX]

This authorization is valid from [Start Date] to [End Date], during which [Recipient's Full Name] will act as my representative for the sole purpose of collecting the aforementioned documents.I trust that [Recipient's Full Name] will present appropriate identification and sign any required forms to fulfill the document retrieval process. I take full responsibility for any actions taken by [Recipient's Full Name]on my behalf.I have attached a copy of [Recipient's Full Name]'s identification documents, including their [Specify the type of ID, e.g., driver's license or passport], for verification purposes.Please find my signature below, confirming my consent for the authorized collection of documents:[Your Signature]**Date:** [Date of Signing the Letter]Thank you for your attention to this matter. Should you have any questions or require further information, kindly contact me at [Your Phone Number] or [Your Email Address].Sincerely,[Your Full Name][Your Signature] |