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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, Emma Thompson, am writing to inform you that due to physical challenges associated with my age, it has become increasingly difficult for me to visit the bank in person. In light of this, I hereby authorize my son, James Thompson, to act on my behalf and collect my bank statement from Springfield Community Bank on my behalf.

The purpose of this authorization is to facilitate the retrieval of my account information without causing undue strain on my health and well-being. I trust my son, James Thompson, completely and believe he will handle this matter responsibly.

I kindly request that you provide my authorized representative, James Thompson, with access to my account statement for the period of July 1, 20XX, to September 30, 20XX, or any other relevant period. I understand that my family member will need to present appropriate identification documents to confirm his identity and relationship to me.

Please be assured that this authorization is solely limited to the collection of my bank statement and does not grant any further rights or privileges regarding my account. I will continue to remain responsible for all transactions and actions pertaining to my account.

Thank you for your understanding and assistance in this matter. I greatly appreciate your efforts to accommodate my circumstances.

Please do not hesitate to contact me at (555) 123-4567 or via email at emma.thompson@email.com if you require any additional information or if there are any formalities that need to be completed prior to my son collecting the bank statement.

Sincerely,

Emma Thompson

Family member’s name: James Thompson

Address: 789 Oak Street, Springfield, IL 12345

Phone Number: (555) 987-6543

Email Address: james.thompson@email.com