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| **Authority Letter**  Collect New Credit Card |
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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 New Credit CardDear Riverside Bank Customer Service,I am writing to formally authorize Ms. Emily Davis to collect my new credit card on my behalf. Due to my upcoming overseas trip, I am unable to personally visit the bank to retrieve my credit card.I understand that proper identification will be required from Ms. Davis, and I have complete confidence in her ability to fulfill this task responsibly. Please ensure that she is provided with my new credit card along with any associated documents or instructions.I have enclosed a copy of her passport for your reference. In addition, I grant her permission to sign any necessary documents on my behalf during the collection process.I kindly request that this authorization be processed by August 15, 20XX, 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 (555) 123-4567 or johnsmith@email.com if you require any further information or if there are any additional steps, I need to 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,John Smith**Enclosures:**1. Copy of Ms. Emily Davis's Passport2. Copy of my Driver's License |