|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | |  | | **Authority Letter**  Collect Bank Statement | |  | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | | **Subject:** Authorization Letter to Collect Bank Statement  Dear Ms. Jennifer Brown,  I am writing to formally authorize Ms. Emily Johnson, an employee of ABC Industries, to collect my bank statement on my behalf. I am unable to personally visit the bank due to my overseas travel for business purposes.  This authorization is valid for the period of August 15, 20XX, to September 15, 20XX, during which Ms. Emily Johnson is empowered to request and collect my bank statement for the account number 987654321. The purpose of collecting the bank statement is to provide financial documentation for my upcoming tax filing.  Please ensure that Ms. Emily Johnson is provided with all necessary assistance and cooperation to access and collect the required bank statement. Enclosed with this letter is Ms. Johnson's driver's license and a copy of her employee ID for verification purposes.  I hereby declare that any actions taken by Ms. Emily Johnson within the scope of this authorization are binding upon me and are considered as if I have personally taken those actions. I also understand that I will be solely responsible for any consequences or liabilities arising from Ms. Johnson's actions related to the collection of the bank statement.  I kindly request your prompt attention to this matter and appreciate your cooperation in assisting Ms. Emily Johnson in the process. Please feel free to contact me at (555) 123-4567 or john.smith@email.com for any further clarification or verification.  Thank you for your understanding and support in this matter.  Sincerely,  John Smith  **Enclosures:**   * Copy of Ms. Emily Johnson's driver's license * Copy of Ms. Emily Johnson's employee ID   **CC:** Ms. Emily Johnson  ABC Industries Human Resources Department | |