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| |  | | --- | |  | | **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  To Whom It May Concern,  I, Emma Davis, am writing this letter to formally authorize my friend, David Smith, to collect my bank statement on my behalf. Due to my ongoing professional commitments and a demanding work schedule, I find it challenging to visit the bank during regular business hours to collect important documents, such as my bank statement.  I understand the importance of staying updated on my financial transactions and maintaining accurate records. Therefore, I hereby grant David Smith permission to visit City Bank and collect my bank statement for the period of January 1, 20XX, to June 30, 20XX, on my behalf.  I have provided David Smith with a copy of my identification card (Driver's License) and a copy of this authorization letter for verification purposes. David Smith is fully aware of the responsibility and the confidential nature of the information he will be handling. He is authorized to sign any necessary documents and provide any identification required by the bank to complete the process.  This authorization is valid from August 10, 20XX, to August 31, 20XX. Should any changes to these dates occur, I will promptly inform the bank in writing.  I kindly request your cooperation in ensuring that David Smith is provided with the necessary assistance during his visit to the bank. I trust that the bank staff will verify the authenticity of the authorization and provide the required assistance to David Smith without any inconvenience.  I appreciate your understanding of my circumstances and your assistance in this matter. If you require any further information or clarification, please do not hesitate to contact me at (555) 123-4567 or emma.davis@email.com.  Thank you for your prompt attention to this request.  Sincerely,  Emma Davis  **Enclosures**:   * Copy of Emma Davis's Driver's License * Copy of this authorization letter | |  | |