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| |  | | --- | | **Authority Letter**  Collect Documents |  |  | | --- | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  | | **Subject:** Authorization Letter to Collect Documents on My Behalf  To Whom It May Concern,  I, [Your Name], account holder at [Bank Name], am writing this letter to formally authorize my colleague,[Colleague's Name], to collect my bank statement on my behalf. I am currently on a business trip and will not be available to visit the bank in person.  This authorization is valid for the period of [Start Date] to [End Date]. During this time, I request that [Colleague's Name] be granted full access to my account and be allowed to collect the necessary documents, specifically my bank statement, for the period of [Date Range].  **Please find the details of my colleague below:**  Full Name: [Colleague's Name][Colleague's Name]  Date of Birth: [Colleague's Date of Birth]  Contact Number: [Colleague's Phone Number]  Email Address: [Colleague's Email Address]  I understand that my colleagues will need to provide appropriate identification documents to verify their identity and their association with me. I trust that your bank's security procedures will ensure that my information remains confidential and secure.  I kindly request that you provide [Colleague's Name] with the necessary assistance and information needed to retrieve my bank statement. If there are any additional forms or requirements, please feel free to contact me via email at [Your Email Address] or my designated representative at [Colleague's Email Address] for prompt action.  I appreciate your understanding and cooperation in this matter. Thank you for your attention to this request.  Sincerely,  [Your Signature]  [Your Full Name]  **Enclosures:** [List any supporting documents, if applicable, such as a copy of your identification] | |