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| **Authority Letter** | [Email] |
| Collect Bank Statement | [Address] |
|  | [Phone] |

**Subject:** Authorization Letter to Collect Bank Statement

Dear [Bank Name] Customer Service,

I am writing to inform you that I am currently hospitalized and unable to personally visit the bank to collect my bank statement. Due to my medical condition, I have authorized my colleague, [Colleague's Name], to collect the bank statement on my behalf. I kindly request your assistance in facilitating this process and ensuring a smooth retrieval of the necessary documents.

**Below are the details of the authorized individual:**

* Name of Authorized Person: [Colleague's Name]
* Relationship to Account Holder: Colleague
* Identification Document:[Colleague's ID Type and Number]
* Contact Information: [Colleague's Phone Number and Email Address]

I understand that certain procedures and requirements may be necessary to verify the identity of the authorized person. I have full confidence in [Colleague's Name]'s ability to provide all necessary documentation and comply with any necessary procedures.

**Please provide [Colleague's Name] with the bank statement for the following account:**

* Account Holder Name: [Your Name]
* Account Number: [Your Account Number]

I hereby grant [Colleague's Name] permission to act on my behalf in collecting the bank statement and any associated documents. I also authorize [Colleague's Name] to sign any documents required for the collection process.

I kindly request that the bank statement be provided in a sealed envelope addressed to me, and [Colleague's Name] will ensure its safe delivery to me during my hospitalization.

I appreciate your understanding and assistance during this challenging time. If you require any further documentation or information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Full Name]

[Your Signature - If sending a physical letter]

**Enclosure:** [List any additional documents enclosed with the letter, if applicable]