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

TO [Receiver Name] [Receiver Title]

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

To Whom It May Concern,

I, [Your Full Name], am writing this letter to formally authorize my friend, [Friend's Full Name], 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 [Friend's Full Name] permission to visit [Bank Name] and collect my bank statement for the period of [Specify the Date Range or Months] on my behalf.

I have provided [Friend's Full Name] with a copy of my identification card (Driver's License/Passport) and a copy of this authorization letter for verification purposes. [Friend's Full Name] is fully aware of the responsibility and the confidential nature of the information they will be handling. They are authorized to sign any necessary documents and provide any identification required by the bank to complete the process.

This authorization is valid from [Starting Date] to [Ending Date]. Should any changes to these dates occur, I will promptly inform the bank in writing.

I kindly request your cooperation in ensuring that [Friend's Full Name] is provided with the necessary assistance during their visit to the bank. I trust that the bank staff will verify the authenticity of the authorization and provide the required assistance to [Friend's Full Name] 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 [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this request.

Sincerely,

[Your Name]

[Your Signature]

**Enclosures:**

* Copy of [Your Identification Document]
* Copy of this authorization letter