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| **Authority Letter** | [Email] |
| Collect Account Closure Confirmation | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

**Subject:** Authorization Letter to Collect Account Closure Confirmation Letter

To Whom It May Concern,

I, [Your Full Name], a resident of [Your Current Address], hereby authorize my trusted friend, [Friend's Full Name], residing at [Friend's Address], to collect my account closure confirmation letter on my behalf from your esteemed bank. I am currently residing in[New State], and it is not feasible for me to personally visit the bank to collect the document.

**The necessary details for identification of my account are as follows:**

Account Holder's Name: [Your Full Name]

Account Number: [Your Account Number]

Date of Birth: [Your Date of Birth]

Contact Number: [Your Contact Number]

I kindly request that you provide [Friend's Full Name] with the account closure confirmation letter and any associated documents. [Friend's Full Name] will present a copy of this authorization letter, a valid photo identification, and any other necessary documents for verification purposes.

I understand that [Friend's Full Name] will be acting as my representative solely for the purpose of collecting the account closure confirmation letter, and I hold full responsibility for any actions taken by them on my behalf in this matter.

I would appreciate your cooperation in this matter and request that you assist [Friend's Full Name] in obtaining the necessary documents promptly.

Please feel free to contact me at [Your Contact Number] or [Your Email Address] if you require any further information or have any questions regarding this authorization.

Thank you for your attention and prompt assistance.

Sincerely,

[Your Name]

[Your Signature]