horizontal line

Bank Authorization Letter to Collect Documents

**[Your Full Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]  
[Date]**

**[Bank Manager's Name or Title]  
[Bank Name]  
[Bank Address]  
[City, State, Zip Code]**

Subject: Authorization to Collect Documents on My Behalf

Dear [Bank Manager's Name or Title],

I, [Your Full Name], holding an account in your bank with account number [Your Account Number], hereby authorize [Authorized Person's Name], who holds an identification number [ID Number] and whose signature appears below, to collect the following documents on my behalf from [Bank Name].

List of Documents to be Collected:

* [Document Name, e.g., Bank Statement]
* [Document Name, e.g., Loan Approval Letter]
* [Document Name, etc.]

This authorization is valid from [Start Date] to [End Date], within which all necessary documents should be collected.

Please provide all the requested documents to [Authorized Person's Name] without any delay. I have informed [Authorized Person's Name] to carry his/her official identification card for verification purposes when collecting the documents.

Thank you for your cooperation. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information or clarification regarding this matter.

Yours sincerely,

**[Your Signature]  
[Your Full Name]**

**Authorized Person's Signature (if required):  
[Authorized Person's Signature]**

**[Authorized Person's Full Name]**