
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]