
Bank Authorization Letter To Collect Documents

[Your name]
[Your address]

Date: _____

[Recipient's name]
[Bank name]
[Bank's address]

Re: Authorization To Collect Bank Documents

Dear [Recipient's name],

I, [Your name], hereby grant my written authorization to [Name of authorized person] to act on my behalf as a representative in collecting [bank certificate(s)/documents]. Attached with this letter is a copy of my identification documents and a copy of [Name of authorized person]'s ID for verification purposes.

This authorization is effective from [Effective Time].

If you require any further information, please do not hesitate to contact me at [your contact].

Thank you for your kind assistance in this matter.
Sincerely,

[Your name]

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