[Sender Name]

[Sender Designation]

[Company Address]

Date:

[Name of Recipient]

[Designation of Recipient]

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

Dear Sir/Madam,

This is to authorize Mr./Mrs. [name of Representative] to collect and receive bank statements for the account number [mention account number] on my behalf. He / She has the authority to receive the bank statement by putting his/her signatures. The details of my representative are:

[mention details of your representative such as name, address, drivers license number or some ID number, and signatures, etc.]

If you have any queries or questions regarding this authorization, you can contact me through the given below contact details.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Contact Details]