

# LETTER OF AUTHORITY BANK

{{Address Sender}}

Date : March 20, 2021

{{Name Recipient}}

{{Address Recipient}}

**Subject :** {{Subject}}

Dear Sir/Madam {{Name}},

I, the undersigned, have a savings account in your bank on my name {{Bank}}.

I want to collect my monthly bank statement for my perusal. I am not in a physical condition to come to the bank office and collect the same in person.

Therefore, I hereby authorize my wife Mrs. {{Name}} to apply for my monthly bank statement and collect it on my behalf. I do not have any objection for my wife signing the documents on my behalf in my absence. I will appreciate your help in this case.

Feel at home to contact me on the above given number if the need arises.

I look forward to hearing from you soon.

Yours sincerely,

{{Signature}}

{{Formal Name}} {{Title}}