

Authorization Letter For Bank Statement

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Date]

[Bank Name]

[Bank Address]

[City, State, ZIP Code]

Subject: Authorization Letter for Bank Statement

To Whom It May Concern,

I, [Your Full Name], residing at [Your Address], hereby authorize [Authorized Person's Full Name], residing at [Authorized Person's Address], to request, collect, and receive my bank statements from [Bank Name] on my behalf.

The purpose of this authorization is to facilitate the retrieval of my bank statements for the period of [Specify the Period, e.g., January 2023 to July 2023] in connection with [Specify Reason, e.g., financial documentation for loan application]. I understand that the authorized person is acting on my behalf and is fully responsible for the use of the bank statements obtained under this authorization.

I have attached a copy of my valid photo identification for verification purposes. The authorized person will present this identification along with this letter when requesting the bank statements.

Please provide the authorized person with all necessary assistance and information required to fulfill this request. I waive any liability or responsibility on the part of [Bank Name] for releasing my bank statements to the authorized person named above.

This authorization is valid from the date of this letter [Date] until [Expiration Date], after which it will be considered null and void.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Full Name]

[Your Signature – if submitting a physical copy]

Attachment: Copy of Valid Photo Identification (e.g., Driver's License, Passport)

Note: This is a general template for an authorization letter for bank statements. You should customize it to match your specific situation and the requirements of your bank. Make sure to verify the bank's policies and requirements for authorizations before submitting the letter.