

Formal request for bank statement

Subject: Authorization to Collect Bank Statement

Dear Sir/Madam,

I, [Your Full Name], holder of account number [Account Number] with [Bank Name], hereby authorize [Authorized Person's Full Name] to collect my bank statement on my behalf. Due to personal reasons, I am unable to visit the bank in person.

Please provide [Authorized Person's Full Name] with the requested statement for the period [Specify Dates]. They will present valid identification (ID card/passport) as proof of authorization.

I kindly request your cooperation in this matter. Should you require any additional information, please feel free to contact me at [Your Contact Information].

Sincerely,

[Your Full Name]

[Signature]

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