Straightforward authorization note

Subject: Authorization to Access Bank Statement

Dear [Bank Managerâ€™s Name],

I authorize [Authorized Personâ€™s Name] to collect my bank statement for account number [Account Number]. The statement required is for the period of [Specify Dates].

Please allow them access to the documents on my behalf. They will carry valid identification for verification.

Thank you for your assistance.

Best regards,

[Your Full Name]

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