Official business authorization

Subject: Authorization to Collect Bank Statement on Behalf of [Company Name]

Dear [Bank Managerâ€™s Name],

This letter serves as official authorization for [Authorized Employeeâ€™s Full Name], holding employee ID [ID Number], to collect bank statements for [Company Name], account number [Account Number]. The statements required are for the period [Specify Dates].

As the authorized signatory of [Company Name], I confirm that [Authorized Employeeâ€™s Name] is permitted to access and receive these documents. Kindly extend your support in facilitating this request.

Thank you for your cooperation.

Sincerely,

[Your Full Name]

[Your Position]

[Company Name]

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