Authorization because of absence or travel

Subject: Authorization to Collect Bank Statement

Dear Sir/Madam,

I am currently traveling and unable to visit the bank in person. I hereby authorize [Authorized Personâ€™s Full Name] to collect my bank statement for account number [Account Number] during my absence. The statement requested is for the period [Specify Dates].

Please grant them access to the requested document upon presentation of valid identification. Should you need confirmation, I am available at [Your Contact Information].

Thank you for your understanding and support.

Sincerely,

[Your Full Name]

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