

Authorization Letter To Collect Atm Or Credit Card

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Bank Name]

[Bank Address]

[City, State, ZIP Code]

Subject: Authorization Letter to Collect ATM or Credit Card

To Whom It May Concern,

I, [Your Full Name], hereby authorize [Authorized Person's Full Name] to collect my ATM card and/or credit card on my behalf from [Bank Name]. I am unable to personally visit the bank to collect the card(s) due to [mention the reason if necessary, such as illness, travel, or other commitments].

The details of the authorized person are as follows:

Full Name: [Authorized Person's Full Name]

Relationship to Cardholder: [Authorized Person's Relationship to You, e.g., Friend, Family Member, Colleague]

Identification Type: [Authorized Person's ID Type, e.g., Passport, Driver's License]

Identification Number: [Authorized Person's ID Number]

Contact Number: [Authorized Person's Phone Number]

Email Address: [Authorized Person's Email Address]

I understand that by providing this authorization, I am granting permission for the authorized person to collect my ATM card and/or credit card on my behalf. I also acknowledge that I will be responsible for any actions or transactions conducted using the collected card(s) by the authorized person.

Enclosed with this letter, please find a copy of my identification document [mention your identification type and number, e.g., Passport: XXXXXXXX] for verification purposes.

I kindly request that you assist the authorized person in retrieving my card(s) and provide them with any necessary instructions or documentation. I also authorize the bank to communicate any relevant information or updates regarding this matter directly to the authorized person.

This authorization is valid from [Start Date] to [End Date]. Should there be any changes to these dates or any other circumstances, I will inform the bank promptly.

I appreciate your understanding and assistance in this matter. If you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this request.

Sincerely,

[Your Full Name]

[Your Signature (if sending a physical letter)]

Enclosure: Copy of Identification Document (e.g., Passport)

Note: This is a sample authorization letter. Please modify it according to your specific situation and requirements. It's advisable to contact your bank for any specific forms or procedures they might have for authorizing someone to collect your ATM or credit card on your behalf.