

Formal Authorization Letter

Subject: Authorization to Collect ATM Card

Dear [Bank Name] Manager,

I, [Your Full Name], holding account number [Account Number], hereby authorize [Authorized Person Name], holding ID number [ID Number], to collect my ATM card on my behalf from [Branch Name] on [Date].

Please provide [him/her/them] with the necessary assistance. Enclosed are copies of my ID and [Authorized Person Name]'s ID for verification.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Contact Number]

[Date]

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