TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Authorization to collect my Bank Statement

Respected Sir,

I, the undersigned, have a savings account in your bank on my name Savings Bank A/c No 3/493SB. I want to collect my monthly bank statement for my perusal. I am not in a physical condition to come to the bank office and collect the same in person.

Therefore, I hereby authorize my wife Mrs. Anne Holdings to apply for my monthly bank statement and collect it on my behalf. I do not have any objection for my wife signing the documents on my behalf in my absence.

I would appreciate your help in this case. Feel at home to contact me on the above-given number if the need arises.

Sincerely yours,

**[Signature]**