

Bank Authorization Letter to Collect ATM Card

[Your Full Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

[Date]

[Bank Manager's Name or Title]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: Authorization to Collect ATM Card

Dear [Bank Manager's Name or Title],

I, [Your Full Name], holder of the bank account number [Your Account Number] at [Bank Name], hereby authorize [Authorized Person's Name], whose photograph and signature are appended below, to collect my ATM card on my behalf.

I am unable to collect the ATM card personally due to [brief reason such as 'my current travel commitments' or 'medical reasons']. Please provide [Authorized Person's Name] with the ATM card associated with my account. This authorization is valid until [Expiry Date of Authorization if applicable].

For identification verification, [Authorized Person's Name] will present his/her government-issued ID, a copy of which is attached herewith. Please ensure the ATM card is handed over after proper identification is verified.

Thank you for your cooperation and understanding in this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any further information or clarification.

Yours sincerely,

[Your Signature]

[Your Full Name]

Attachment:

1. Copy of [Authorized Person's Name] ID
2. Signature of [Authorized Person's Name]