**To Date:**  
The branch manager,  
Bank name,  
City name.

Sub: authorization letter to collect money.

Dear Sir/Madam,

I, **[your name]**, hereby authorize  **[ person name]**, who is my **[relationship]**, to collect a total  amount of **[amount]**, **(amount in words)** on **[date]** from my bank account bearing a/c no. **[account number]** from **[bank’s branch name]** in **[city name]**.

I am going out of the station so I cannot able to visit the bank directly.

Mr./Ms **[authorized person name]** will submit his/her id card of the serial number **[123XXXXX]** and I am also enclosing my  ID card copy of serial number **[4561XXXXX]** for your verification.

If you have any concerns about the identity and document verification please contact me on my mobile number **9456XXXX63.**

Thanking you.

Yours sincerely,  
Your name.

Signature.  
Address.