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

Sub: Authorization to collect money.

Dear Sir/Madam,

My name is **[your name]** holding a savings/current bank account number in your bank with a/c no **[32456XXX45]** located at **[location**]. Due to some health problems, I am not in a position to collect the money from the bank directly.

Hence, I hereby authorize my **[relationship]**,  Mr./Ms. **[person name]** to collect a sum of \_\_\_\_\_\_\_\_\_\_ from my bank account on **[date**].

Mr./Ms. **[authorized person]** will submit **his/her** ID proof of serial no**. [1234XXX] f**or your verification.

For any other information kindly contact me on my mobile number **[09123XXXX89]**, I hope you consider my request.

Thanking you.

Sincerely,  
Your name.

Signature.