**Authorization Letter to Claim ATM Debit Card**

To,

The Branch Manager,

(Name of the Bank),

(Address)

Date: \_\_/\_\_/\_\_\_\_

From,

(Name of the Authority giver),

(Address)

Subject: Authority letter for collection of ATM Card by (name of the person)

Sir/Madam,

I am writing to inform you that I possess a (Type of Account) account with your bank number \_\_\_\_\_\_\_\_\_. I am (Your Name). Because I cannot go to the branch, I hereby grant Mr/Mrs/Miss (Name) permission to collect my ATM card in my name for the account (Account Number).

I am requesting that you handover the Debit Card for the bank account mentioned above to Mr/Mrs/Miss \_\_\_\_\_\_\_\_\_\_\_ whose signature is attested below. I have enclosed a copy of their (ID Proof/Address Proof) attached herewith.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For any queries, please feel free to reach out on:

(Contact Number),

(Email ID)

Sincerely,

(Name)

(Account Number)

Encl: (Copy of ID /Address Proof/Any other supporting documents)