

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Bank Name]
[Branch Address]
[City, State, Zip Code]

Subject: Authorization Letter for ATM Card

Dear [Bank Manager's Name],

I, [Your Name], holding an account with [Bank Name] (Account Number: [Your Account Number]), hereby authorize [Authorized Person's Name] to collect my ATM card on my behalf.

This authorization is valid until [Expiration Date, if applicable].

Please provide [Authorized Person's Name] with the necessary assistance in this matter.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Account Number]