

The Manager,

\_\_\_\_\_ Bank Limited

\_\_\_\_\_ Branch

Date:

**Subject: Authorization for Bank Statement Verification**

**Dear Sir/Madam,**

I/We, the undersigned accountholder of your Bank do hereby delegated the authority of Standard Bank Limited or its representative to verify my/our Bank Statement bearing account no \_\_\_\_\_  
Maintaining with \_\_\_\_\_ Branch of \_\_\_\_\_ Bank Ltd.

You are hereby authorized to debit my/our Account no \_\_\_\_\_ to realize the Bank Statement verification charges (if any).

Sincerely Yours,

\_\_\_\_\_  
Signature of the Customer

Name & Contact number:

Account Number:

.....

The Manager,

\_\_\_\_\_ Bank Limited

\_\_\_\_\_ Branch

Date:

**Subject: Request for Bank Statement**

Account Number \_\_\_\_\_ Title of Account \_\_\_\_\_

**Dear Sir/Madam,**

I/We maintain the following account with your Bank. Please arrange to issue a Bank Statement of the below account for the period \_\_\_\_\_ to till date. If any charges will be applicable, then please deduct from my above account.

Yours faithfully,

\_\_\_\_\_  
Signature of the Customer

**Letter of Authorization**

I/we hereby authorized \_\_\_\_\_ to collect the statement whose signature is attested below.

\_\_\_\_\_  
Signature of the Customer

\_\_\_\_\_  
Signature of the Authorized Person