

Authorizing someone to collect loan amount

Subject: Authorization to Collect Loan Disbursement

Dear [Bank/Loan Officer's Name],

This letter serves as formal authorization for [Authorized Person's Full Name] to collect my loan disbursement of [Amount] from [Bank/Institution] on my behalf. Their ID details are as follows: [ID Type and Number].

I am unable to be present due to [reason]. Please assist them in completing the collection process smoothly.

Thank you for your cooperation.

Sincerely,

[Your Name]

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