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need one or more
Demand Drafts (DDs)
for some purpose,

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but in case you are unable to go to the bank to collect the DD, then you can authorize someone to collect it on your behalf.

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described above, the format is very much similar. The basic idea of any authorization letter is to specify two things: what is authorized and to whom. How to write a collection authorization letter?

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the account holder

who has the rights of

executing the several

kinds of the Banking

transactions on

his/her account, but

sometimes the other

person can also enjoy

this specific power of

making the

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transactions. Yes, it is possible through the Bank letter of authorization.

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someone to collect

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money on your behalf, you're, in essence, delegating that responsibility to another party.

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But remember that you send along a formal authorization letter to the bank for collection of ATM PIN

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on your behalf. This is extremely important or else the bank will never hand your PIN number to anyone else as it is very confidential information. Given below is a formal authorization sample letter to bank to collect ATM PIN on your behalf.

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To Bank to Collect

ATM PIN Number

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Letter Sample to

Collect Documents

You can authorise the

other person on your

behalf to make the

various kinds of the

banking transactions,

but that ' s not all as

you can also allow

the person to collect

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the various kinds of documents from the bank on your behalf.

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