

Date: [Insert Date]

To:

[Recipient Name/Department]

[Recipient Address]

[City, State, Zip Code]

Subject: Verification of Authorized Bank Collection Officer

Dear [Recipient Name],

This letter serves to formally introduce and authorize the following individual to act as the official Collection Officer on behalf of [Bank Name] for the purpose of [State Purpose, e.g., debt recovery, document collection, or payment pickup].

Officer Details:

Name: [Officer Full Name]

Employee ID: [ID Number]

Department: [Department Name]

The aforementioned officer is authorized to receive payments and sign necessary documentation related to account [Account Number/Reference Number]. Please verify the officer's identity via their official bank credentials prior to any transaction.

This authorization is valid from [Start Date] until [End Date/Further Notice].

Sincerely,

[Authorized Signatory Name]

[Job Title/Designation]

[Bank Name]

[Contact Information]

Specimen Signature of Collection Officer:
