

Authority Letter to Collect Documents

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Position]

[Organization's Name]

[Address]

[City, State, ZIP Code]

Subject: Authority Letter to Collect Documents

Dear [Recipient's Name],

I, [Your Name], hereby authorize [Authorized Person's Name], who holds the position of [Authorized Person's Position] at [Authorized Person's Organization], to collect the following documents on my behalf from [Document Source Organization]:

1. List of Documents:

- Document 1
- Document 2
- Document 3

Identification:

- Authorized Person's Name: [Authorized Person's Name]
- Identification Number: [Authorized Person's ID Number]
- Contact Information: [Authorized Person's Contact Information]

Purpose:

The purpose of this authorization is to enable [Authorized Person's Name] to collect these essential documents for [specific reason, e.g., legal, financial, personal].

Validity:

This authorization is valid from [start date] to [end date]. After this period, the authorization will automatically expire.

Signature:

I have attached a copy of my identification for verification purposes. Please allow [Authorized Person's Name] to collect the documents as specified.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Signature]