**Authority Letter to Collect Documents**

horizontal line

**[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]**