**Authorization Letter to Collect Document**

horizontal line

**[Your Full Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]**

**[Recipient's Name]  
[Recipient's Title/Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]**

### **Subject: Authorization to Collect Documents on My Behalf**

**Dear [Recipient's Name],**

I, [Your Full Name], hereby authorize [Authorized Person's Name], who is my [relationship or official position], to collect the [specific documents] on my behalf from your office. Due to [reasons such as being out of the country, busy with work, health issues, etc.], I am unable to collect them personally.

[Authorized Person's Name] will present his/her identification documents, including [mention any specific ID like passport, driver’s license, etc.], to verify his/her identity before collecting the documents. This authorization is valid from [start date] until [end date].

Please do not hesitate to contact me at [your contact information] should you need any further confirmation or clarification regarding this matter.

Thank you for your attention and cooperation.

**Sincerely,**

**[Your Signature]  
[Your Printed Name]**