

Authorization Letter to Collect Document

[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]