

Authorization Letter To Collect Documents

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name or Organization's Name]

[Address of the Recipient or Organization]

[City, State, Zip Code]

Subject: Authorization to Collect Documents on My Behalf

Dear [Recipient's Name or Organization's Name],

I, [Your Name], hereby authorize [Authorized Person's Name], holding Identification Number [ID Number] and contactable at [Authorized Person's Phone Number], to collect the [Specify Documents] on my behalf. Due to [reason for inability to collect personally, e.g., prior commitments, travel, health issues], I am unable to collect the documents personally.

The documents to be collected are as follows:

- [Document 1]
- [Document 2]
- [Any additional documents]

This authorization is valid from [Start Date] to [End Date]. Please allow [Authorized Person's Name] to perform all actions necessary for the collection of the

aforementioned documents. I trust that all documents will be handled with care and confidentiality.

Attached is a copy of my identification [Specify ID type, e.g., Driver's License, Passport] and [Authorized Person's Name]'s identification for verification purposes.

Should you require any further information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance and cooperation in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]