

Authorization Letter

From

Sender's name

Address

City, state and zip code

Date – DD/MM/YYYY

To

Receiver's name

Address

City, state and zip code

Dear Mr/ Mrs/ Dr

To Whom It May Concern

I, (mention your name), hereby authorize (mention party's name) to collect from (organization or individual to transact from) the following (money, ID, Passport, package, or salary). As I won't be able to come and collect the document as I will be out of town due to some personals I am confirming this act of authorization through this letter.

I hereby authorize (name of the party) to act on in my absence and perform all the necessary transaction required to complete the process (Mention the amount/document name). I am also attaching the documents for verification that will help you in taking the next steps in the process.

----- (The party) is not allowed to use the received to any use other than mentioned in the letter. They can only act as a representative to collect the document required and cannot take any decision on my behalf. This letter is a confirmation of giving permission to collect the documents on my behalf. They are permitted to collect the while residing at from (Date) to

Yours sincerely,

Your name

Contact details

Email details