

# Letter of Authorization to Collect Documents

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Company or Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Subject: Authorization Letter to Collect Documents

Dear [Recipient's Name],

I, [Your Name], am writing this letter to authorize [Authorized Person's Name], whose identification details are as follows:

Full Name: [Authorized Person's Full Name]

Date of Birth: [Authorized Person's Date of Birth]

Address: [Authorized Person's Address]

Contact Number: [Authorized Person's Contact Number]

A copy of [Authorized Person's Identification Document Type (e.g., Passport, Driver's License, etc.)] bearing the number [Authorized Person's Document Number] is attached for your reference.

I hereby grant [Authorized Person's Name] permission to collect, on my behalf, the following documents:

1. [Specify Document 1, e.g., Passport]
2. [Specify Document 2, e.g., Birth Certificate]
3. [Specify Document 3, e.g., Medical Records]

[Authorized Person's Name] is authorized to receive the documents mentioned above and to undertake any necessary actions and signatures required for their collection. I trust that [Recipient's Name] will provide the documents to [Authorized Person's Name] without any delays or hindrances.

This authorization is valid for the period from [Starting Date] to [Ending Date], unless revoked earlier in writing by me. I am unable to collect these documents in person due to [Provide Reason for Authorization, e.g., overseas travel, medical condition, etc.].

If you require any additional information or verification, please do not hesitate to contact me at [Your Phone Number] or via email at [Your Email Address].

I appreciate your prompt attention to this matter and your cooperation in facilitating the collection of these documents by [Authorized Person's Name].

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Name]

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