**Letter of Authorization to Pick Up Document**

[Your Name]

[Your Address]

[City, State, ZIP]

[Email Address]

[Phone Number]

[Date]

Ms. Samantha Reynolds

Document Services Manager

ABC Corporation

789 Main Street

Anytown, USA, 12345

Subject: Authorization Letter to Collect Employment Verification Letter

Dear Ms. Reynolds,

I, Sarah Mitchell, hereby authorize John Anderson to act on my behalf to collect my Employment Verification Letter from the Human Resources Department of ABC Corporation. This authorization is valid from September 20, 20XX, until October 15, 20XX, unless otherwise revoked by me.

I am providing this authorization due to my unavailability to collect the document in person, as I am currently out of town for a family emergency. Please allow Mr. Anderson to complete any necessary formalities required for the collection of the document.

Enclosed with this letter are copies of Mr. Anderson's identification, including his driver's license and social security card, for your reference and verification. I kindly ask that you extend all assistance necessary for Mr. Anderson to complete this process smoothly.

I appreciate your understanding and cooperation in this matter.

Thank you,

[Your Signature]

Sarah Mitchell

Enclosures: Copies of John Anderson's Identification Documents (Driver's License and Social Security Card)