[Sender Name]

[Sender Designation]

[Company Address]

Date:

[Name of Recipient]

[Designation of Recipient]

**Subject: Authorization Letter to Collect Documents**

Dear Sir/Madam,

This letter is to authorize Mr./Mrs. [name of the Representative] to act as my representative to collect my [mention document or documents name] on my behalf. Following are some details of the representative that will help in the identification process:

[mention the details of the representative like, name, some ID number of Drivers License number, address and his/her signatures, etc.]

If you have any queries or questions, you can contact me through the given below contact details.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Contact Details]