Authorization Letter To Collect Document

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

[Recipient Name]
[Organization/Institution Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I, [Your Name], hereby authorize [Representative's Name], to collect the [Specify Document, e.g., Passport, Birth Certificate, etc.] on my behalf from [Organization/Institution Name].

Due to [reason for inability to collect the document, e.g., prior commitments, being out of town, etc.], I am unable to be present personally to collect the said document. Therefore, I have granted [Representative's Name] the authority to act in my capacity.

For identification and verification purposes, [Representative's Name] will present their [Type of Identification, e.g., National Identity Card, Passport], number [Identification Number], along with a copy of this authorization letter.

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This authorization is valid for the collection of the document mentioned above on [Date of Collection]. Please allow [Representative's Name] access to the document and any necessary assistance they may require.

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

Thank you for your cooperation and understanding in this matter.

Sincerely,

[Your Signature]
[Your Name]

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