

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

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

Subject: Authorization Letter for Document Collection

Dear [Recipient Name],

I, [Your Name], hereby authorize [Authorized Person's Name], holding identification number [ID Number/Passport Number], to collect the following documents on my behalf:

1. [Document 1]
2. [Document 2]
3. [Document 3]

[Add or remove documents as necessary]

This authorization is valid until [expiration date or "further notice"].

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]