

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

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

Subject: Authorization Letter for Document Collection

Dear [Recipient's Name],

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

- [Document Name/Description]
- [Document Name/Description]
- [Document Name/Description]

This authorization is valid from [Start Date] to [End Date].

For verification purposes, I have attached a copy of my identification.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]