|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |
| --- |
| **Authority Letter**  Collect Money on My Behalf |

|  |
| --- |
| To[Receiver Name][Receiver Title][Addess][Email] |
|  |
| From[Sender Name][Sender Title][Addess][Email] |

 |

|  |
| --- |
|  |
|  |
| **Subject:** Authorization Letter to Collect Money on My BehalfDear [Recipient's Name],I hope this letter finds you well. I am writing to grant authorization to my trusted agent, [Agent's Name], to collect money on my behalf. [Agent's Name] is duly appointed by me to act as my representative in all matters related to the collection of funds, and I hereby authorize them to perform the following actions:* Collect any outstanding payments, dues, or debts owed to me by your organization or any individual.
* Receive and sign receipts or any other relevant documents on my behalf to acknowledge the receipt of the collected money.
* Undertake any necessary actions related to the collection process.

The authorization granted to [Agent's Name] will be valid from [start date] to [end date], unless expressly revoked by me in writing before the end of the specified period. [Agent's Name] will be required to present a copy of this authorization letter, along with valid identification, when collecting any money on my behalf.Please be informed that I hold full responsibility for all transactions conducted by [Agent's Name] on my behalf during the period of authorization. Any actions taken by [Agent's Name] shall have the same effect as if I had performed them personally.I trust [Agent's Name] completely and have utmost confidence in their ability to handle this responsibility diligently and responsibly. I kindly request your cooperation in providing [Agent's Name] with all necessary information and assistance to facilitate the collection process smoothly.If you have any questions or require further verification of this authorization, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].Thank you for your attention to this matter. I appreciate your understanding and cooperation.Sincerely,[Your Name][Your Signature]  |

 |