{Your address}

{Date}

I hereby authorize {Name} to act as my representative and collect {type of document} for me from {source}. You will find acopy of

{Name}’s

 identification enclosed, which you may use to confirm

{Name}’s

 identity when {he | she} arrives to collect {type of document}.

This notice will remain valid until I provide a written notice stating otherwise. You will also find

{Name}’s

 signature below, which you may also use in order to verify

{Name}’s

 identity when {he | she} signs for the document. Thank you in advance foryour cooperation in this matter.

Sincerely,

{Your name}

{Name}’s

 signature:

Enclosed: Identity proof of {Name}