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| **Authority Letter** | [Email] |
| Collect Salary on My Behalf | [Address] |
|  | [Phone] |

**Subject:** Authorization Letter to Collect Salary on My Behalf

Dear Ms. Adams,

I hope this letter finds you well. I am writing to inform you that I am currently abroad due to a work-related training program. As I am unable to personally collect my salary for the upcoming August payment period, I hereby authorize my friend, John Smith, to collect my salary on my behalf.

**Please find below the details of my authorized representative:**

Full Name: John Smith

Date of Birth: January 10, 1988

Contact Number: (555) 987-6543

Relationship to Me: Close Friend

I trust that my friend will comply with all necessary procedures and requirements to ensure a smooth and hassle-free collection of my salary. I understand that providing the necessary identification and documentation may be required, and I assure you that my friend will present all necessary documents to establish his identity and authority to collect my salary.

Furthermore, I request that you provide my friend with any additional instructions or forms that may be needed for the salary collection process. If there are any specific forms of identification or authorization that you require from my end, please let me know, and I will ensure that they are provided promptly.

I kindly request you to process the salary payment to my authorized representative as per the usual schedule, and I appreciate your understanding and assistance in this matter.

Should you have any questions or require further information, please do not hesitate to contact me via email at jane.doe@email.com or through my friend, John Smith, at john.smith@email.com, who is authorized to correspond with you on my behalf.

Thank you for your attention to this matter. I look forward to your confirmation of receipt of this authorization and any additional instructions you may have.

Sincerely,

Jane Doe

**Enclosure:** Copy of John Smith's Identification