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

TO [Receiver Name] [Receiver Title]

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

Dear Sam Smith,

I hope this letter finds you in good health. I am writing to formally authorize Ms. Emily Johnson to collect money on my behalf from ABC Finance Company.

I am unable to personally attend to this matter due to my ongoing business trip to Europe, and I trust Ms. Emily Johnson to act as my representative for the purpose of collecting the money.

The specific details related to the money collection are as follows:

* Purpose of Collection: Reimbursement for Travel Expenses
* Amount to be Collected: Five Thousand Dollars (USD 5,000).
* Reference Number/Invoice Number: Invoice #123456789
* Date of Collection: Please process the collection within the next two weeks.
* Required Documents: Please ensure Ms. Johnson provides a copy of the original travel receipts and a copy of this authorization letter upon collection.

I request you to kindly provide Ms. Emily Johnson with any necessary assistance and cooperation during the money collection process. Also, please ensure that all documents provided by Ms. Johnson are in order before releasing the funds to her.

For the avoidance of doubt, this authorization letter is valid from the date of this letter until September 15, 20XX, unless I provide any further notice.

I trust that Ms. Emily Johnson will carry out this task responsibly and with the utmost integrity, adhering to all relevant policies and procedures.

Thank you for your understanding and cooperation in this matter. Should you have any questions or require further clarification, please do not hesitate to contact me at (555) 123-4567 or john.doe@email.com.

Sincerely,

John Doe

(555) 123-4567