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| **Authority Letter** | [Email] |
| Collect Salary | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

**Subject:** Authorization Letter to Collect Salary on Behalf of John Smith

Dear Ms. Brown,

I hope this letter finds you well. I am writing to inform you about an unexpected emergency that has arisen, preventing me from collecting my salary for the current pay period of July 20XX. Due to this situation, I would like to authorize my colleague, Mary Johnson, who is also an employee of XYZ Enterprises, to collect my salary on my behalf.

I trust Mary Johnson completely and am confident that she will handle this matter responsibly and in accordance with company policies. I understand that there are proper procedures to follow for the collection of salary, and I assure you that Mary Johnson will provide all necessary identification and documentation as required.

Please note that I have informed Mary Johnson about the amount of my salary and any deductions that may apply. I kindly request you to process the salary collection for Mary Johnson and provide her with the necessary information or forms that she may need to complete on my behalf.

I apologize for any inconvenience this may cause and appreciate your understanding and assistance in this matter. I will personally follow up to ensure that the necessary paperwork is completed and that there are no discrepancies.

If there are any additional forms, documents, or information required from my end, please do not hesitate to inform me through email at john.smith@email.com or by phone at (555) 555-1234.

Thank you for your prompt attention to this matter. I look forward to your positive response.

**Enclosure:** A copy of Mary Johnson's identification Sincerely,

John Smith

Employee ID: 123456