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

TO [Receiver Name] [Receiver Title]

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

Dear Ms. Johnson,

I hope this letter finds you well. I am writing to formally inform you that due to unforeseen legal matters that require my immediate attention and presence, I am unable to personally collect my salary for the month of July, 20XX. Considering this situation, I would like to designate my brother, Mr. Michael Smith, who is also my next of kin, to collect my salary on my behalf.

I hereby grant full authority to my brother, Mr. Michael Smith, to collect my salary for the period. Enclosed with this letter, please find a copy of his driver's license for verification purposes. I trust that this documentation will ensure a smooth process and prevent any inconvenience.

Please provide my brother, Mr. Michael Smith, with the necessary information and guidance regarding the collection of my salary. If there are any forms or additional documentation required, kindly provide them to him so he can facilitate the process seamlessly.

I understand that my salary will be released to Mr. Michael Smith in accordance with the company's standard procedures. I assure you that this authorization is solely for the purpose of collecting my salary and does not grant any further rights or privileges.

I am grateful for your understanding and assistance during this challenging time. Once my legal matters are resolved, I will resume personally collecting my salary. In the meantime, I appreciate your cooperation and support in making this arrangement possible.

Should you require any further information or clarification, please do not hesitate to contact me at (555) 123-4567 or john.smith@email.com. I remain reachable despite my current situation.

Thank you for your prompt attention to this matter.

Sincerely,

John Smith

Employee ID: 12345

Enclosure: Copy of Mr. Michael Smith's driver's license