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| |  | | --- | | **Authority Letter**  Collect Money on My Behalf |  |  | | --- | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  |   Dear Mr. Smith,  I hope this letter finds you well. I am writing to grant authorization to my trusted agent, Ms. Emily Johnson, to collect money on my behalf. Ms. Johnson is duly appointed by me to act as my representative in all matters related to the collection of funds, and I hereby authorize her to perform the following actions:   * Collect any outstanding payments, dues, or debts owed to me by ABC Corporation or any individual associated with your organization. * Receive and sign receipts or any other relevant documents on my behalf to acknowledge the receipt of the collected money. * Undertake any necessary actions related to the collection process.   The authorization granted to Ms. Johnson will be valid from August 1, 2023, to September 30, 2023, unless expressly revoked by me in writing before the end of the specified period. Ms. Johnson will be required to present a copy of this authorization letter, along with valid identification, when collecting any money on my behalf.  Please be informed that I hold full responsibility for all transactions conducted by Ms. Johnson on my behalf during the period of authorization. Any actions taken by Ms. Johnson shall have the same effect as if I had performed them personally.  I trust Ms. Johnson completely and have utmost confidence in her ability to handle this responsibility diligently and responsibly. I kindly request your cooperation in providing Ms. Johnson with all necessary information and assistance to facilitate the collection process smoothly.  If you have any questions or require further verification of this authorization, please do not hesitate to contact me at (555) 123-4567 or email me at yourname@email.com.  Thank you for your attention to this matter. I appreciate your understanding and cooperation.  Sincerely,  Tom Anderson |