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| **Authority Letter**  Salary Collection |

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| To[Receiver Name][Receiver Title][Addess][Email] |
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| From[Sender Name][Sender Title][Addess][Email] |

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| **Subject:** Salary Collection Authorization on My Behalf – [Date]Dear [Concerned Personnel's Name],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 [Date] . In light of this situation, I would like to designate [Agent’s Name], who is also my [Relationship with Family Member], to collect my salary on my behalf.I hereby grant full authority to [Agent’s Name] to collect my salary for the period. Enclosed with this letter, please find a copy of [Agent’s Name] identification documents for verification purposes. I trust that this documentation will ensure a smooth process and prevent any inconvenience.Please provide [Agent’s Name] 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 [Family Member's Full Name] so they can facilitate the process seamlessly.I understand that my salary will be released to [Agent’s Name] 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 [Contact Number] or [Your Email Address]. I remain reachable despite my current situation.Sincerely,[Your Full Name] [Your Signature if sending a physical copy] [Employee ID - if applicable]**Enclosure:** Copy of [Agent’s Name] ID documents |

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