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

Dear [Recipient's Name],

RE: Authorization Letter to Collect Money on My Behalf

I hope this letter finds you well. I am writing to authorize [Authorized Agent's Full Name], my trusted representative, to collect money on my behalf from [Specific Source/Entity] for the following purpose: [State the purpose, e.g., payment of outstanding invoice, reimbursement, etc.].

[Authorized Agent's Full Name] is authorized to act on my behalf in all matters related to the collection of funds, including signing any necessary documents and providing receipts, as may be required. I trust [Authorized Agent's Full Name] completely and believe in their ability to handle this matter professionally and responsibly.

For identification purposes, [Authorized Agent's Full Name] will be providing a copy of this authorization letter, along with a valid form of identification such as [Agent's ID/Driver's License/Passport].

Please be advised that this authorization is valid from [Start Date] to [End Date] unless otherwise specified. Once the designated period is over or the authorized task is completed, this authorization will automatically become void.

I kindly request that you extend your full cooperation to [Authorized Agent's Full Name] during the authorized period. If there are any questions or concerns regarding this authorization, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your understanding and cooperation in this matter.

Sincerely,

[Your Full Name]

[Your Handwritten Signature (if sending a physical letter)]

[Your Contact Number]