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

TO [Receiver Name] [Receiver Title]

Dear Ms. Smith,

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

Dear [HR Manager's Name],

I hope this letter finds you well. I am writing to inform you that I am currently abroad due to [briefly explain the reason for your absence, such as travel, family obligations, etc.]. As I am unable to personally collect my salary for the upcoming [Month] payment period, I hereby authorize my friend, [Friend's Full Name], to collect my salary on my behalf.

**Please find below the details of my authorized representative:**

* Full Name: [Friend's Full Name]
* Date of Birth: [Friend's Date of Birth]
* Contact Number: [Friend's Contact Number]
* Relationship to Me: [Friend's Relationship to You]

I trust that my friend will comply with all necessary procedures and requirements to ensure a smooth and hassle-free collection of my salary. I understand that providing the necessary identification and documentation may be required, and I assure you that my friend will present all necessary documents to establish their identity and authority to collect my salary.

Furthermore, I request that you provide my friend with any additional instructions or forms that may be needed for the salary collection process. If there are any specific forms of identification or authorization that you require from my end, please let me know, and I will ensure that they are provided promptly.

I kindly request you to process the salary payment to my authorized representative as per the usual schedule, and I appreciate your understanding and assistance in this matter.

Should you have any questions or require further information, please do not hesitate to contact me via email at [Your Email Address] or through my friend, [Friend's Email Address], who is authorized to correspond with you on my behalf.

Thank you for your attention to this matter. I look forward to your confirmation of receipt of this authorization and any additional instructions you may have.

Sincerely,

[Your Full Name]

[Your Signature if sending a physical copy]

Enclosure: Copy of [Friend's Full Name]'s Identification (if required)