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| |  | | --- | |  | | **Authority Letter**  Collect Salary on Behalf | |  | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | | **Subject:** Authorization Letter to Collect Salary on Behalf of [Your Name]  Dear [Recipient's Name],  I hope this letter finds you well. I am writing to inform you about an emergency that has arisen, preventing me from collecting my salary for the current pay period [or specify the exact pay period, e.g., July 20XX]. Due to this situation, I would like to authorize my colleague, [Colleague's Name], who is also an employee of [Company/Organization Name], to collect my salary on my behalf.  I trust [Colleague's Name] completely and am confident that they will handle this matter responsibly and in accordance with company policies. I understand that there are proper procedures to follow for the collection of salary, and I assure you that [Colleague's Name] will provide all necessary identification and documentation as required.  Please note that I have informed [Colleague's Name] about the amount of my salary and any deductions that may apply. I kindly request you to process the salary collection for [Colleague's Name] and provide them with the necessary information or forms that they may need to complete on my behalf.  I apologize for any inconvenience this may cause and appreciate your understanding and assistance in this matter. I will personally follow up to ensure that the necessary paperwork is completed and that there are no discrepancies.  If there are any additional forms, documents, or information required from my end, please do not hesitate to inform me through email at [Your Email Address] or by phone at [Your Phone Number].  Thank you for your prompt attention to this matter. I look forward to your positive response.  Sincerely,  [Your Full Name]  [Your Employee ID number, if applicable]  [Your Signature - if sending a printed copy]  **Enclosure**: [Optional - List any documents enclosed, such as a copy of your colleague's identification or a copy of this authorization letter] | |