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

TO [Receiver Name] [Receiver Title]

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to authorize my trusted representative, [Agent's Full Name], to collect money on my behalf from[specific source or company, e.g., ABC Financial Services] for the purpose of [briefly explain the reason for collecting the money, e.g., refund of security deposit, outstanding payment, etc.].

I, [Your Name], hereby grant full authority to [Agent's Full Name], who has been duly appointed as my agent, to undertake the following tasks on my behalf:

* To collect any outstanding amount owed to me from [specific source or company].
* To sign all necessary documents and receipts related to the collection of the money.
* To conduct any necessary correspondence and communication with [specific source or company] regarding the collection process.

I understand that any actions performed by[Agent's Full Name] within the scope of this authorization will have the same legal effect as if I were personally present and performing those actions.

This authorization is valid from the date of this letter until [specific date when the authorization will expire, if applicable], after which it shall be considered null and void.

I kindly request you to cooperate with [Agent's Full Name] during the collection process and to provide any assistance or information they may require completing the task efficiently.

Thank you for your understanding and cooperation in this matter. Should you have any questions or require further verification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Agent's Full Name]

[Agent's Address]

[City, State, Zip Code]

[Agent's Contact Information]

[Notary Public (if required)]

[Notary Public's Name]

[Notary Public's Commission Expiration Date]

[Notary Public's Address]

[City, State, Zip Code]