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| **AUTHORITY LETTER** | [Email] |
| Collect Salary | [Address] |
|  | [Phone] |

**Subject:** Authorization Letter to Collect Salary

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally authorize [Authorized Representative's Full Name] to collect my salary on my behalf for the month of [Month] [Year]. I am unable to personally collect my salary due to [Reason for Authorization, e.g., travel, medical situation, etc.].

I request that you kindly facilitate the process and release my salary to [Authorized Representative's Full Name] as specified. The authorization is valid from [Start Date] to [End Date] for this instance.

**Here are the details of the authorized representative:**

Authorized Representative's Full Name: [Authorized Representative's Full Name]

Authorized Representative's Contact Number: [Authorized Representative's Contact Number]

Authorized Representative's Address: [Authorized Representative's Address]

Relationship to Me: [Authorized Representative's Relationship to You]

I sincerely appreciate your understanding and cooperation in this matter. Your assistance ensures that my financial affairs are managed efficiently in my absence. I would like to express my gratitude in advance for your help.

Please find attached a copy of my identification for your reference.

Yours sincerely,

[Your Full Name]

[Your Signature]

[Printed Name, if applicable]

[Attach a copy of your identification here if required]

[Notary (if required)]

[Notary Stamp/Seal (if applicable)]