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

TO [Receiver Name] [Receiver Title]

**Subject:** Authorization Letter to Collect Salary

Dear Ms. Johnson,

I hope this letter finds you well. I am writing to formally authorize Mr. Michael Brown to collect my salary on my behalf for the month of September 20XX. I am unable to personally collect my salary due to my scheduled overseas business trip.

I request that you kindly facilitate the process and release my salary to Mr. Brown as specified. The authorization is valid from September 15, 20XX, to September 30, 20XX, for this instance.

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

Authorized Representative's Full Name: Mr. Michael Brown

Authorized Representative's Contact Number: (555) 123-4567

Authorized Representative's Address: 789 Elm Street, Anytown, USA 12345

Relationship to Me: Colleague

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,

John Smith

**Enclosure:** Copy of my Driver's License

**Notary Information:**

Notary Public Name: Jane Doe

Notary Public Commission Number: 123456

Notary Public Commission Expiration: December 31, 20XX