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

TO [Receiver Name] [Receiver Title]

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

Dear James,

I hope this letter finds you well. I am writing to grant authorization to Jane Johnson to collect money on my behalf for the purpose of processing payments and refunds.

I have complete trust in Jane Johnson and believe that she is reliable and responsible to handle financial matters on my behalf. Therefore, I hereby authorize Jane Johnson to collect and receive any payments, checks, or funds that are owed to me or my company, XYZ Corporation, during the period from August 20, 20XX, to September 30, 20XX.

Please ensure that Jane Johnson collects only checks that bear my name or the name of my company, XYZ Corporation. This precaution is to prevent any unauthorized or fraudulent collection attempts.

I kindly request you to treat this authorization with confidentiality and ensure that all financial information related to this matter is handled securely.

If you require any further information or clarification, please do not hesitate to contact me at (555) 123-4567 or john.smith@email.com. I would appreciate regular updates on the progress of money collection.

Please acknowledge receipt of this authorization letter and confirm the acceptance of Jane Johnson as my authorized representative for the purpose stated above.

Thank you for your cooperation in this matter.

Sincerely,

John Smith