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| |  | | --- | |  | | **Authority Letter**  Collect Money on My Behalf | |  | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | **Subject:** Authorization Letter to Collect Money on My Behalf  Dear Mr. Smith,  I hope this letter finds you well. I am writing to authorize my trusted representative, Ms. Emily Johnson, to collect money on my behalf from XYZ Financial Services for the purpose of claiming a refund of my security deposit.  I, John Doe, hereby grant full authority to Ms. Emily Johnson, who has been duly appointed as my agent, to undertake the following tasks on my behalf:   * To collect the security deposit refund owed to me from XYZ Financial Services. * To sign all necessary documents and receipts related to the collection of the refund. * To conduct any necessary correspondence and communication with XYZ Financial Services regarding the refund process.   I understand that any actions performed by Ms. Emily Johnson 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 August 1, 20XX, until September 15, 20XX, after which it shall be considered null and void.  I kindly request you to cooperate with Ms. Emily Johnson during the collection process and to provide any assistance or information she 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 (555) 123-4567 or john.doe@email.com.  Sincerely,  John Doe  Agent’s Name: Ms. Emily Johnson  789 Oak Street  Townsville, USA  Notary Public: Jane Anderson  Commission Expiration Date: June 30, 20XX  987 Elm Avenue  City town, USA |