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| |  | | --- | |  | | **Authority Letter**  Claim Service Agreement | |  | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | | **Subject:** Authorization Letter to Claim Service Agreement  Dear Ms. Roberts,  I hope this letter finds you well. I am writing on behalf of Blue-Sky Technologies, and I wish to formally inform you that we have authorized our employee, Emily Johnson, to collect the Service Agreement titled "Technology Services Agreement" on our behalf.  This authorization has been granted considering Emily Johnson's role and responsibilities within our organization. She is the Contracts Specialist in our Legal Department and is fully authorized to act on our behalf in matters pertaining to the collection of the Service Agreement from LawMaster Associates.  Please note that Emily Johnson will provide appropriate identification and documentation to ensure a smooth and hassle-free collection process. We kindly request your cooperation and assistance in facilitating the necessary arrangements for her to collect the Service Agreement on our behalf.  Attached to this letter, you will find a copy of Emily Johnson's identification, along with a copy of this authorization letter for your reference.  We trust that this authorization will expedite the process and minimize any delays. If you require any further information or have any questions, please do not hesitate to contact me at (555) 123-4567 or via email at michael.brown@blueskytech.com.  Thank you for your attention to this matter. We appreciate your cooperation and prompt assistance.  Sincerely,  Michael Brown  Human Resources Manager  Blue Sky Technologies  Phone: (555) 123-4567  Email: michael.brown@blueskytech.com  **Enclosures:**  1. Copy of Emily Johnson's Identification  2. Copy of Authorization Letter | |