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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 Ms. Doe, | |  | | I hope this letter finds you well. I am writing to grant authorization to Mr. David Johnson, who is known as my trusted representative, to act on my behalf and collect money from your esteemed organization, XYZ Corporation.    I, John Smith, hereby authorize Mr. David Johnson to collect any outstanding payments, dues, or any other monetary amounts that may be owed to me by XYZ Corporation. This authorization includes the full authority to sign any necessary documents, receive receipts, and take any actions required to complete the collection process. | | I understand that any funds collected by Mr. David Johnson will be transferred to my designated bank account 0000-1234-5678-9 or through a cashier's check as specified. It is my responsibility to ensure that all collected funds are used in accordance with the laws and regulations governing such transactions.    This authorization is effective from July 15, 20XX, and will remain valid until December 31, 20XX, unless otherwise specified in writing.    Please recognize Mr. David Johnson as my duly appointed representative for this specific matter and kindly cooperate with him in the collection process. I trust that Mr. David Johnson will carry out his duties responsibly and with the utmost integrity. I would like to extend my sincere gratitude for your assistance in this matter. If you have any questions or require further information, please do not hesitate to contact me at (555) 123-4567 or john.smith@email.com | | Thank you for your prompt attention to this authorization request.    Sincerely,  John Smith | |