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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 formally authorize Ms. Sarah Johnson, my trusted representative, to collect money on my behalf from ABC Corporation. I hereby grant Ms. Johnson the full authority to act on my behalf in all matters related to the collection of money, including but not limited to receiving, signing, and issuing receipts for the said funds.  The purpose of this authorization is to facilitate the efficient and timely collection of money owed to me by ABC Corporation. I trust Ms. Johnson completely, and I believe in her ability to handle this matter responsibly and professionally.  Please be advised that this authorization is valid from August 15, 20XX, to September 15, 20XX, and Ms. Johnson will no longer have the authority to act on my behalf after the expiration of this period. Should there be any changes or extensions needed, I will promptly inform you in writing.  To ensure a smooth process, I have provided Ms. Johnson with a copy of my identification card and a signed letter confirming her status as my authorized representative.  I kindly request your cooperation in assisting Ms. Johnson with the collection process. Should you require any verification or additional information during this period, please do not hesitate to contact me directly at (555) 123-4567 or email me at yourname@email.com.  Thank you for your understanding and prompt attention to this matter. I trust that Ms. Johnson will receive the utmost cooperation from ABC Corporation, making this process seamless and efficient.  Your immediate attention to this matter is greatly appreciated, and I look forward to a successful collection process.  Sincerely,  David Anderson  Phone: (555) 123-4567  Email: yourname@email.com | |