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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] | | |  | | --- | |  | |  |   Dear Mr. Smith,  **RE:** AUTHORIZATION LETTER TO COLLECT MONEY ON MY BEHALF  I hope this letter finds you well. I am writing to authorize Ms. Emily Johnson, my trusted representative, to collect money on my behalf from XYZ Investments for the following purpose: payment of outstanding invoice for the purchase of office supplies.  Ms. Emily Johnson is authorized to act on my behalf in all matters related to the collection of funds, including signing any necessary documents and providing receipts, as may be required. I trust Ms. Johnson completely and believe in her ability to handle this matter professionally and responsibly.  For identification purposes, Ms. Johnson will be providing a copy of this authorization letter, along with her driver's license.  Please be advised that this authorization is valid from August 10, 20XX, to September 10, 20XX, unless otherwise specified. Once the designated period is over or the authorized task is completed, this authorization will automatically become void.  I kindly request that you extend your full cooperation to Ms. Johnson during the authorized period. If there are any questions or concerns regarding this authorization, please feel free to contact me at (555) 123-4567 or email me at example@email.com.  Thank you for your understanding and cooperation in this matter.  Sincerely,  James Anderson  (555) 123-4567  example@email.com |