[Your Name]  
[Address]  
[Contact number]  
[Date:]

I hereby authorize [Name-A] to act as my representative and collect [the document(s)] from [the source organization]. A copy of [Name-A]’s identification is enclosed for verification when he/she arrives to collect [the document(s)].

Please consider this as the only notice unless any changes are informed. You can also check his [Name-A] ‘s signature at the bottom for validation purposes. Thanks in advance for cooperating in this manner. In case of any doubts, please feel free to call me on my number mentioned above.

Sincerely,

[Name]  
[Signature]

Enclosed: ID Proof of [Name-A]