**Sample Authorization to Collect or Pick Up documents, a certificate, or a shipment**

Your Name  
Your Address  
  
Recipient Name  
Recipient Address  
  
Dear [Recipient Name],  
  
My name is [your name], a client of [company name]. I was supposed to pay a visit to your office to collect [some documents or shipment].  
  
Due to an unexpected situation, I will not be able to show up, instead, I will be sending my friend [Mr. John] to pick the documents/certificate on my behalf.

[Mr. John]'s ID number is [7894]. Please make sure that he and only he receives the shipment and completes the necessary paperwork pertaining to it.  
  
Sincerely,