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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 to Collect Money on My Behalf  Dear [Recipient's Name],  I hope this letter finds you well. I am writing to grant authorization to [Authorized Agent's Full Name] to collect money on my behalf for the purpose of [Specify the reason for money collection, e.g., collecting payments, refunds, etc.].  I have complete trust in [Authorized Agent's Full Name] and believe that they are reliable and responsible to handle financial matters on my behalf. Therefore, I hereby authorize [Authorized Agent's Full Name] to collect and receive any payments, checks, or funds that are owed to me or my company, [Your Company Name], during the period Specify the duration of the authorization, e.g., from [Start Date] to [End Date].  Please ensure that [Authorized Agent's Full Name] collects only checks that bear my name or the name of my company, [Your Company Name]. This precaution is to prevent any unauthorized or fraudulent collection attempts.  In order to add legitimacy and professionalism to this authorization, I am enclosing the official company letterhead (if applicable) along with this letter. Please use it for any official documentation related to the collection of funds.  Additionally, I have also included the company stamp (if applicable) for further validation of this authorization letter.  I kindly request you to treat this authorization with confidentiality and ensure that all financial information related to this matter is handled securely.  If you require any further information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address]. I would appreciate regular updates on the progress of money collection.  Please acknowledge receipt of this authorization letter and confirm the acceptance of [Authorized Agent's Full Name] as my authorized representative for the purpose stated above.  Thank you for your cooperation in this matter.  Sincerely,  [Your Full Name]  [Your Handwritten Signature (if sending a physical letter)]  [Your Company Name (if applicable)]  [Enclosures: (List any enclosures)] | |