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| --- | --- |
| **Authority Letter** | [Email] |
| Collect Money on My Behalf | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

**Subject:** Authorization Letter to Collect Money on My Behalf

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally authorize [Agent's Full Name] my trusted representative, to collect money on my behalf from your esteemed organization. I hereby grant [Agent's Full Name] 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 your organization. I trust [Agent's Full Name] completely, and I believe in their ability to handle this matter responsibly and professionally.

Please be advised that this authorization is valid from [start date] to [end date], and [Agent's Full Name] 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 [Agent's Full Name] with the necessary identification and supporting documents to verify their identity and association with me.

I kindly request your cooperation in assisting [Agent's Full Name] with the collection process. Should you require any verification or additional information during this period, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your understanding and prompt attention to this matter. I trust that [Agent's Full Name] will receive the utmost cooperation from your organization, 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,

[Your Full Name]

[Your Handwritten Signature (if sending a physical letter)]

[Your Contact Information: Phone Number, Email Address]