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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 grant authorization to [Agent's Full Name], who is known as my trusted representative, to act on my behalf and collect money from your esteemed organization, [Recipient's Organization Name].

I, [Your Name], hereby authorize [Agent's Full Name] to collect any outstanding payments, dues, or any other monetary amounts that may be owed to me by [Recipient's Organization Name]. This authorization includes the full authority to sign any necessary documents, receive receipts, and take any actions required to complete the collection process.

I understand that any funds collected by [Agent's Full Name] will be transferred to my designated bank account [Your Bank Account Number] or through [Your Preferred Payment Method] as specified. It is my responsibility to ensure that all collected funds are used in accordance with the laws and regulations governing such transactions.

This authorization is effective from [Start Date] and will remain valid until [End Date] unless otherwise specified in writing.

Please recognize [Agent's Full Name] as my duly appointed representative for this specific matter and kindly cooperate with them in the collection process. I trust that [Agent's Full Name] will carry out their duties responsibly and with the utmost integrity.

I would like to extend my sincere gratitude for your assistance in this matter. If you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this authorization request.

Sincerely,

[Your Full Name]

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