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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 in good health. I am writing to formally authorize [Agent's Full Name], hereinafter referred to as "Agent," to collect money on my behalf from your office/company/institution.

I am unable to personally attend to this matter due to [reason for authorization, e.g., travel, medical condition, other commitments], and I trust [Agent's Full Name] to act as my representative for the purpose of collecting the money.

**The specific details related to the money collection are as follows:**

1. Purpose of Collection: [State the purpose of the collection, e.g., reimbursement, payment, refund, etc.]

2. Amount to be Collected: [Specify the exact amount in words and figures, e.g., One Thousand Five Hundred Dollars (USD 1,500)].

3. Reference Number/Invoice Number: [If applicable, include any relevant reference or invoice numbers for easy identification].

4. Date of Collection: [Indicate the date or a specific time frame within which the collection should take place].

5. Required Documents:[If any specific documents are necessary for the collection, mention them here].

I request you to kindly provide [Agent's Full Name] with any necessary assistance and cooperation during the money collection process. Also, please ensure that all documents provided by [Agent's Full Name] are in order before releasing the funds to them.

For the avoidance of doubt, this authorization letter is valid from the date of this letter until [end date or state "until further notice"].

I trust that [Agent's Full Name] will carry out this task responsibly and with the utmost integrity, adhering to all relevant policies and procedures.

Thank you for your understanding and cooperation in this matter. Should you have any questions or require further clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Full Name]

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

[Your Contact Information: Phone Number, Email Address]