

Authorization Letter for Documents: You passed your college a year ago, signed for a contract month ago or any other such circumstance that you did in the past, but the final documents need to be collected now. Then comes the other situation, which is that at the present moment you are unable to collect the documents on the mentioned date and place. So, what to do now?

In such a scenario a favorable solution will be to have someone trustworthy to collect the documents on your behalf. Yes, you got that right. To avoid any misplacing or missing out of a collection of documents, you can have someone claim the documents and get them to you safely.



But, that's not the only thing that you have to do. You will have to also write a letter in order to get permission for the 3rd party to collect your documents in your absence. It is important because the documents require an authorized person to have them and when you are not there, so it becomes the responsibility of both parties to have the clearance as to how to complete the process smoothly. However, before writing it is also important to know the crucial elements of

writing the letter, so you don't miss out on any point.

Format of Authorization Letter for Documents

- First, let's have a look at the reasons to use the sample letter of authorization for documents. It will help you to know about the formatting and what all needs to be included in the letter.
- The format will enable to know the vital points that are needed to add in the letter to get the collection of the document by the 3rd party.
- Having a sample format with you also makes it easier to write the letter in a short span of time.

Sample Authorization Letter for Documents Example

Now, let's have a look at the formatting of the letter to collect the documents.

Sample of Authorization Letter For Documents

From,
Noelle Adams
6351 Fringilla Avenue
Gardena Colorado 37547
(559) 104-5475

22-11-2010

To,
Rahim Henderson
5037 Diam Rd.
Daly City Ohio 90255
(453) 391-4650

Subject: (*****))

Dear Rahim Henderson,

I Noelle Adams am writing this letter to inform you about the collection of my -- (add the document name) for -- (mention the purpose). So, I am authorizing -- (3rd party name) to take the document in my absence, as I won't be present on the -- (mention date) in the town. Through this letter, I acknowledge the fact that and authorize the 3rd party to collect the documents.

Yours Sincerely,
(Signature)
Noelle Adams

Authorization Letter to Get Documents

From,
Bryar Pitts
5543 Aliquet St.
Fort Dodge GA 20783
(717) 450-4729

22-11-2010

To,
Colby Bernard
Ap #285-7193 Ullamcorper Avenue
Amesbury HI 93373
(302) 259-2375

Subject: (*****)

Dear Colby Bernard,

I, Bryar Pitts, in my complete knowledge authorize Mr/Ms _____ to visit your office on _____, located at _____ to get my documents on my behalf as I will not be present in the town.

Below are the listed documents to be collected:

Document 1 (For ex: Birth certificate)

Document 2 (For ex: Certificate of Domicile)

This letter is the formal way of giving out the information that I permit Mr/Ms ---- to come, sign and collect the documents on my behalf and he/she has the complete permission of collecting the copy of documents from your above-stated office.

Yours Sincerely,

(Signature)

Bryar Pitts

Sample Authorization Letter to Process Documents

From,

Leilani Boyer

557-6308 Lacinia Road

San Bernardino ND 09289

(570) 873-7090

26-12-2010

To,

Davis Patrick

P.O. Box 147 2546 Sociosqu Rd.

Bethlehem Utah 02913

(939) 353-1107

Subject: (*****)

Dear Davis Patrick,

This letter is to inform you about the collection of my documents by Mr/Ms --- (Name) on my behalf. I grant the permission to Mr/Ms -- to come at your office -- on ---- (process the documents with their written signature) and collect the documents in my absence.

Below are the listed verification ids' that are being sent along with this letter to complete the process formally.

Authorized person: (Complete name)

Identity Type: (For ex: Passport) Mention the document submitted for identity proof

Identity Number: (123456)

Authorized Person's Signature:

Scope of Authorization: (Process documents)

Start Date:

End Date:

Yours Sincerely,

(Signature)

Leilani Boyer

Authorization Letter to Collect Documents

From,

Daniel Bernard

AP 67 1561 Duis Rd.

Pomona TN 08609

(678) 545-5777

22-02-2019

To,

Chaney Bennett

21 454 Dolor Rd.

Fremont AK 19408

Subject: (————)

Dear Sir/Madam,

I, Daniel Bernard, work/study as ———- (mention title), at
————- (work/university name) need to collect the following documents from your office.

Document 1

Document 2

Document 3

Through this letter, I would like to inform you that I won't be able to present at your office on the mentioned date and to get the document(s). So, I am authorizing --- (person name) in my absence to come and collect the document(s). I am requesting you to verify the details and complete process of handing over my documents smoothly.

I, Daniel Bernard, hereby authorize --- (3rd party name) that all the details provided in the letter are true, and in case of any loss or damage I am taking the complete responsibility.

Yours Sincerely,
Chaney Bennett
(678) 545-5777

Details of Authorized Person:

Complete Name of the Party: _____

Relationship with the Sender: _____ CNIC: _____

Call Number:

Authorization Letter to Get Documents on My Behalf

From,
Anne Beasley
223 Urna St.
Savannah Illinois 85794
(145) 987-4547

22-02-2019

To,
Griffith Daniels
7787 Eget St.
Tacoma AL 92508

Subject: (_____)

Respected Sir,

I, Griffith Daniels, writing this letter to notify you

formally that, I will not be present to collect the -- (document name) as I will be out of town due to some personal reasons. So, I am authorizing Mr/Ms --- in my absence to come to your office --- (name) on --- (DD/MM/YYYY) located at --- (address) and collect the documents.

I am authorizing Mr/Ms --- to be my representative in completing the process. For the verification of this process, I am also sending the following documents confirming the identity of Mr/Ms ---.

The validity of this notice will remain effective until you receive another letter for me stating something else. Also, are the signatures of Mr/Ms --- as identity proof --- in this letter, so you can verify the same when they come to get the documents.

In case you have any further doubt or confusion in relation to the confirmation of the identity or any other point, please feel free to contact me anytime.

I would like to thank you for your support and cooperation in completing this process.

Sincerely,

Anne Beasley

Name of the 3rd party:

Signature:

Enclosed: Identity Proof of the Party

Authorization Letter to Pick Up Documents

From,

Priya Gupta

Chudi Wali Gali

Kanpur, 334455

priya@gmail.com

(+76)-6789-8767-908

Date: 22/09/2019

To,

Shivam Bansal
Big Market,
Kannauj-110010
(+099)-4556-7654-986

Subject:

Dear Shivam Sir,

I Priya Gupta, is about to collect my documents on -- (DD/MM/YYYY) from your office --- (address). Through this letter, I would like to inform you that I will not be present on that day in the town and hereby, authorize Mr/Ms --- to come to your office and collect my documents.

This letter is a confirmation from my end that I authorize Mr/Ms --- as my representative to get the documents on my behalf and also complete all the signing of the documents related to this matter. I am also sending verification documents of me and the — (3rd party).

I would like to thank you for your cooperation and support in giving my documents in my absence.

Yours Sincerely,
(Your Signature)
Priya Gupta

[Sample Authorization Letter Template For Documents in PDF and Word \(doc.\) Format](#)

Authorization Letter to Process Documents

From,
Daniel Bernard
AP 67 1561 Duis Rd.
Pomona TN 08609
(678) 545-5777

22-02-2019

To,
Chaney Bennett
21 454 Dolor Rd.
Fremont AK 19408

Subject: (-----)

Dear Sir/Ma'am,

This letter is to inform you about the collection of my documents by Mr/Ms ----- (Name) on my behalf. I grant the permission to Mr/Ms ----- to come at your office ----- on ----- (process the documents with their written signature) and collect the documents in my absence.

Below are the listed verification ids' that are being sent along with this letter to complete the process formally.

Authorized person: (Complete name)

Identity Type: (For ex: Passport) Mention the document submitted for identity proof

Identity Number: (123456)

Authorized Person's Signature:

Scope of Authorization: (Process documents)

Start Date:

End Date:

Yours Sincerely,
(Signature)
Your Name



[PDF](#) | [WORD](#)

Authorization Letter to Get Documents

Name of the Sender

Address

Contact Details

Date

To,

Whom it may concern

(Name)

Address

Subject-

Respected Sir/Ma'am,

I, -----, in my complete knowledge authorize Mr/Ms -----
----- to visit your office on -----, located at ----- to
get my documents on my behalf as I will not be present in the town.

Below are the listed documents to be collected:

Document 1 (For ex: Birth certificate)

Document 2 (For ex: Certificate of Domicile)

This letter is the formal way of giving out the information that I permit Mr/Ms -----
----- to come, sign and collect the documents on my behalf and he/she has the
complete permission of collecting the copy of documents from your above-stated
office.

Yours Sincerely,

(Signature)

Your Name



[PDF](#) | [WORD](#)

Authorization Letter to Collect Documents

From,
Daniel Bernard
AP 67 1561 Duis Rd.
Pomona TN 08609
(678) 545-5777

22-02-2019

To,
Chaney Bennett
21 454 Dolor Rd.
Fremont AK 19408

Subject: (-----)

Dear Sir/Madam,
I, Daniel Bernard, work/study as ----- (mention title), at -----
(work/university name) need to collect the following documents from your office.

Document 1
Document 2
Document 3

Through this letter, I would like to inform you that I won't be able to present at your office on the mentioned date and to get the document(s). So, I am authorizing ----- (person name) in my absence to come and collect the document(s). I am requesting you to verify the details and complete process of handing over my documents smoothly.

I, Daniel Bernard, hereby authorize ----- (3rd party name) that all the details provided in the letter are true, and in case of any loss or damage I am taking the complete responsibility.

Yours Sincerely,
Chaney Bennett
(678) 545-5777

Details of Authorized Person:
Complete Name of the Party: -----
Relationship with the Sender: -----
CNIC: -----
Call Number:



[PDF](#) | [WORD](#)

Authorization Letter For Documents

Name
Address
Location
Contact Number

Date

To,
Whom it may concern

Name
Address
Location

Subject:

Dear Sir/Ma'am,

I (Add your name) am writing this letter to inform you about the collection of my ---- (add the document name) for ---- (mention the purpose). So, I am authorizing --- (3rd party name) to take the document in my absence, as I won't be present on the ---- (mention date) in the town. Through this letter, I acknowledge the fact that and authorize the 3rd party to collect the documents.

Yours Sincerely,
(Signature)
(SenderName)



Letter of Authorization Template for Documents in PDF Format

1. [PDF Template 1](#)
2. [PDF Template 2](#)
3. [PDF Template 3](#)
4. [PDF Template 4](#)

Authorization Letter Template for Documents in Word [Doc.] Format

1. [Word \[Doc.\] Template 1](#)
2. [Word \[Doc.\] Template 2](#)
3. [Word \[Doc.\] Template 3](#)
4. [Word \[Doc.\] Template 4](#)