

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)

