**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: