

# 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

