

Urgent Authorization Letter for Salary Collection

Subject: Urgent Salary Collection Authorization

Dear [HR Manager],

Due to urgent personal reasons, I request authorization for [Representative's Name] to collect my salary for [Month/Year] on my behalf.

I assure you that all responsibilities and accountability will remain mine. Kindly process this request urgently to avoid any delays.

Thank you for your support.

Sincerely,

[Your Name]

[Employee ID/Designation]

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