Quick Authorization Email to Pick Up Documents

Subject: Authorization to Pick Up Documents

Hi [Recipient Name],

I authorize [Authorized Person Name] to pick up my documents [List of Documents] from [Office Name] on my behalf. Attached are our IDs for verification.

Thanks for your support.

Best,

[Your Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/authorization-letter-to-claim-collect-or-pick-up-documents-or-check