

Heartfelt Authorization Letter for Document Pickup

Subject: Authorization to Collect Documents

Dear [Recipient Name],

Due to my unavoidable absence, I am entrusting [Authorized Person Name] to collect my important documents [List of Documents] from [Institution Name]. I trust that you will assist them with care and understanding.

Thank you for your cooperation and support.

Warm regards,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/authorization-letter-to-claim-collect-or-pick-up-document-s-or-check>