Provisional Authorization Letter to Claim Documents

Subject: Preliminary Authorization for Document Pickup

Dear [Recipient Name],

I am currently unavailable to collect my documents [List of Documents] from [Institution Name] and therefore provisionally authorize [Authorized Person Name] to do so on my behalf.

Please provide necessary guidance to facilitate a smooth process.

Thank you for your understanding.

Sincerely,

[Your Name]

Get more templates here:

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