

Authorization Letter To Collect Money

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Authorization Letter to Collect Money

Dear [Recipient's Name],

I, [Your Name], am writing this letter to formally authorize [Authorized Person's Name] to collect a sum of money on my behalf from [Source of Money] located at [Address of the Source] on [Date of Collection].

The purpose of this authorization is to facilitate the timely and convenient collection of the aforementioned funds, as I am unable to personally attend to this matter due to [Reason for Your Absence]. I trust [Authorized Person's Name] to handle this matter responsibly and ensure that the collected amount is transferred to my account or disbursed as per my instructions.

Please find below the details of the authorized individual:

Authorized Person's Name: [Authorized Person's Name]

Relationship to Me: [Relationship]

ID/Passport Number: [ID/Passport Number]

Contact Number: [Authorized Person's Contact Number]

Email Address: [Authorized Person's Email Address]

I kindly request that you provide [Authorized Person's Name] with any necessary information,

documents, or forms required for the collection process. Additionally, I authorize [Authorized Person's Name] to sign any documents or agreements related to the collection of the funds on my behalf.

I appreciate your cooperation in this matter and trust that everything will be handled smoothly.

Please feel free to contact me at [Your Contact Number] or [Your Email Address] if you require any further clarification or confirmation of this authorization.

Thank you for your assistance.

Sincerely,

[Your Full Legal Name]

[Your Signature - If submitting a physical letter]

****Note:****

- Replace the placeholders ([Your Name], [Recipient's Name], etc.) with the appropriate information.
- Customize the letter content to suit your specific situation and requirements.
- If this letter needs to be notarized or if there are any legal requirements in your jurisdiction, ensure to follow those processes.