

Authorization Letter for Document Collection (Casual)

Subject: Permission to Pick Up My Documents

Hi there,

I'm [Your Name], and I need someone to grab some documents for me since I can't make it to your office myself.

I'm authorizing [Friend's/Colleague's Name] to collect [specify documents: passport, certificates, legal papers, etc.] on my behalf. They'll have their ID with them ([ID Number]) and a copy of mine as well.

The documents are ready for collection under reference number [Reference Number] or in my name [Your Full Name].

[Authorized Person's Name] might stop by sometime between [date range]. Please hand over the documents to them - they're doing me a huge favor!

If you need to double-check anything, feel free to call me at [Phone Number].

Thanks so much for your help!

Cheers,

[Your Name]

[Date]

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