

Quick Authorization Email for Document Collection

Subject: Authorization to Collect Documents

Dear [Recipient Name/Sir/Madam],

This email serves as authorization for [Authorized Person's Name] to collect [specify documents] on my behalf from your office.

They will present this email along with their ID ([ID Type and Number]) and a copy of my ID for verification.

Please release the documents to them at your earliest convenience.

Valid until: [Date]

Best regards,

[Your Name]

[Your ID Number]

[Contact Number]

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