

Sample Authorization to Collect or Pick Up documents, a certificate, or a shipment

Your Name

Your Address

Recipient Name

Recipient Address

Dear [Recipient Name],

My name is [your name], a client of [company name]. I was supposed to pay a visit to your office to collect [some documents or shipment].

Due to an unexpected situation, I will not be able to show up, instead, I will be sending my friend [Mr. John] to pick the documents/certificate on my behalf.

[Mr. John]'s ID number is [7894]. Please make sure that he and only he receives the shipment and completes the necessary paperwork pertaining to it.

Sincerely,

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