

Sample Authorization for collecting money, salary, or a payment

Your Name

Your Address

Recipient Name

Recipient Address

Dear [Recipient Name],

With regards to my [end of service] payment, I hereby grant [Mr. John Smith] the permission to collect the money and to sign over the corresponding receipts on my behalf.

Attached to this letter is a copy of [Mr. John's] ID for verification purposes.

This is a one-time authorization to collect a single payment.

Sincerely,

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