

Authorization Letter to Collect Documents

From,
Daniel Bernard
AP 67 1561 Duis Rd.
Pomona TN 08609
(678) 545-5777

22-02-2019

To,
Chaney Bennett
21 454 Dolor Rd.
Fremont AK 19408

Subject: (-----)

Dear Sir/Madam,
I, Daniel Bernard, work/study as ----- (mention title), at -----
(work/university name) need to collect the following documents from your office.

Document 1
Document 2
Document 3

Through this letter, I would like to inform you that I won't be able to present at your office on the mentioned date and to get the document(s). So, I am authorizing ----- (person name) in my absence to come and collect the document(s). I am requesting you to verify the details and complete process of handing over my documents smoothly.

I, Daniel Bernard, hereby authorize ----- (3rd party name) that all the details provided in the letter are true, and in case of any loss or damage I am taking the complete responsibility.

Yours Sincerely,
Chaney Bennett
(678) 545-5777

Details of Authorized Person:
Complete Name of the Party: -----
Relationship with the Sender: -----
CNIC: -----
Call Number: