

Authorization Letter for Third-Party Collection

Date:

To Whom It May Concern,

I, , hereby authorize , bearing ID number , to collect the following document(s)/item(s) on my behalf.

Document(s)/Item(s) to be collected:

The authorized representative will present valid identification for verification upon collection.

I understand and acknowledge that by granting this authority, I am fully responsible for any action and decision made by my representative concerning the above-mentioned document(s)/item(s).

Sincerely,

Name:

Signature:

Contact Number: