TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

**FROM**

**[Sender Name]**

**[Sender Title]**

 **Sub:** Authority letter to collect documents

Dear Sir/Madam

I**[Your Name],** writing to authorize **[name of the person to be authorized]** to **[action to be performed]** during myabsence. You can also find the identical copy of **[name of document]** enclosed with the letter, to identify the person,when he/she comes to collect the certificates. Kindly provide her certificates with an additional copy.

I appreciate your consideration for the same. The letter is valid until I provide notice otherwise.

You can reach out to me for any additional clarification.

Sincerely,

**[Signature]**

**[Your name]**

**[Date]**