TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Authorization Letter for collecting the Post

Hello Sir,

My name is Mansi and I am writing this letter to authorize Ms. Neha Vasu, who happens to be my sister, on behalf of me to collect the registered post that I will not be able to collect due to some reason. I am attaching her identification proof with this letter to avoid confusion.

Mentioned along with this letter are my contact details and identification proof. Please feel free to contact me in case of any issues.

Hope you approve it from your side.

**[Contact no]**

**[Mail Id]**

Sincerely,

Mansi Vasu.