**AUTHORIZATION LETTER**

**To,**

**[Xyz Office]**

**[Hudson Lane]**

**[Delhi]**

**[Todays Date]**

Subject: 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 my absence. 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]**