### **AUTHORIZATION LETTER**

The Postmaster

Zonal Post Office

Good Shed Road

Coimbatore – 32

**[Todays date]**

**Subject:**  Authorization to collect the registered post on my behalf

Sir,

I am Sreya, and I am writing to authorize Sravan, my brother, on behalf of me, to collect the registered post as I would be unable to collect it in person. I am enclosing herewith an identification proof so that there would not be any confusion.

You can contact me in case you require any clarification. I am providing my contact details for the same.

Thank you very much for understanding.

Contact details:

**Phone number:** 123568236

**Mail id:** name.email@gmail.com

Yours sincerely,

**Signature**

Sreya