

Official document collection authorization

Subject: Authorization to Collect Documents

Dear [Recipient's Name],

This is to authorize [Authorized Person's Name] to collect all necessary documents pertaining to [specific matter] on behalf of [Company Name]. They are authorized to sign and acknowledge receipt of documents as required.

Kindly provide the requested assistance to [Authorized Person's Name] to complete this task efficiently.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Designation]

[Company Name]

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