

Heartfelt Authorization Letter for Document Collection

Subject: Authorization to Collect Personal Documents

Dear [Recipient Name],

Due to unavoidable circumstances, I am unable to collect my personal documents from your office. I

hereby authorize [Authorized Person's Name] to collect them on my behalf.

Please assist them with the necessary documents, including [Specify Documents]. Your cooperation is greatly appreciated.

Warm regards,

[Your Name]

[Contact Information]

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