

Provisional Authorization Letter to Claim Documents

Subject: Provisional Authorization to Collect Documents

Dear [Recipient Name],

This letter serves as provisional authorization for [Authorized Person's Name] to collect my documents listed below:

- Document Type: [Specify Documents]
- Collection Date: [Date]

Final verification and collection will be completed upon presentation of identification. Kindly provide all necessary assistance.

Sincerely,

[Your Name]

[Contact Info]

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