

Formal authorization for money collection

Subject: Authorization to Collect Money on My Behalf

Dear [Recipient's Name],

I, [Your Full Name], hereby authorize [Authorized Person's Full Name] to collect the sum of [Amount] from [Institution/Organization] on my behalf. This authorization is valid for the transaction scheduled on [date].

The authorized individual will present valid identification (ID Number: [ID Number]) at the time of collection. Kindly release the payment to them as if it were being released directly to me.

Thank you for your assistance and cooperation in this matter.

Sincerely,

[Your Name]

[Signature if printed letter]

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