

Authorization for refund collection

Subject: Authorization to Collect Refund

Dear [Recipient's Name],

I, [Your Full Name], hereby authorize [Authorized Person's Full Name] to collect my refund of [Amount] from [Organization/Institution] on my behalf. Due to [reason], I am unable to attend in person.

Please verify their identification and kindly release the refund. I appreciate your assistance in this matter.

Sincerely,

[Your Name]

[Signature if necessary]

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