**Authorisation letter collection template**

Recipients address (if known)

Your address and contact details

Objective – (Only one sentence)

To whom it may concern,

Please be informed that (insert name of person) living at (insert their address) is authorised to collect some important documents on my behalf.

I have been requested to collect the documents on (insert collection date) but I am unavailable on that specific date.

(Insert name of person) is authorised to sign and collect the documents.

If you need any other confirmation please contact me using the details above.

Kind regards,

Print full name

(Sign and date)

(Name of person acting on your behalf)

(Signature and date of person acting on your behalf)