

Authorization letter to pick up goods

[Your Name]
[Your address]

[Date]

[Recipient Name]
[Recipient Address]

Dear [Recipient Name]:

I, [your name], authorize [the authorized person's name] to collect for me as my representative from your branch the insurance papers that were given to me on [date]. For authentication and verification purposes, I have provided below the identity proof information of [authorized person's name].

Authorized Name:

Authorized Identity Type:

Authorized Identity Number:

Authorized Signature:

Sincerely,