

## Letter of Authorization to Pick Up Document

[Your Name]  
[Your Address]  
[City, State, ZIP]  
[Email Address]  
[Phone Number]  
[Date]

Ms. Samantha Reynolds  
Document Services Manager  
ABC Corporation  
789 Main Street  
Anytown, USA, 12345

Subject: Authorization Letter to Collect Employment Verification Letter

Dear Ms. Reynolds,

I, Emily Davis, hereby authorize James Parker to act on my behalf to collect my Employment Verification Letter from the Human Resources Department of ABC Corporation. This authorization is valid from September 20, 20XX, until October 15, 20XX, unless otherwise revoked by me.

I am providing this authorization due to my unavailability to collect the document in person, as I am currently out of town for a family emergency. Please allow Mr. Parker to complete any necessary formalities required for the collection of the document.

Enclosed with this letter are copies of Mr. Parker's identification, including his driver's license and social security card, for your reference and verification. I kindly ask that you extend all assistance necessary for Mr. Parker to complete this process smoothly.

I appreciate your understanding and cooperation in this matter.

Thank you,

[Your Signature]  
Emily Davis

Enclosures: Copies of James Parker's Identification Documents (Driver's License and Social Security Card)

# **Sample Authorization Letter For Pick Up Document**

**Edward G. Hinkelman**

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the name bar.

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