

# **Sample Authorization Letter to Collect Documents**

**From:** Dana Wells  
4028 Hazelwood Avenue  
Kirkland, Washington 10482  
+1 501-294-5420

[Date]

**To:** Goldvalley Hospital Center  
139 Leo Street  
Edmond, Oklahoma 59120

## **To Whom It May Concern,**

My name is Dana Wells, and I am a client of the Goldvalley Hospital Center. I was supposed to pay a visit to your office to collect my birth certificate and my mental status examination report.

Due to an unexpected situation, I will not be able to show up, instead, I will be sending my friend Mr. Gordon Robertson to pick the documents on my behalf.

Mr. Robertson's ID number is 4927-1039. Please make sure that he and only he receives the documents and completes the necessary paperwork pertaining to them.

Sincerely,  
Dana Wells  
[Signature]

# Sample Authorization Letter Collect Documents

**Liying Dong**



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