

Sample Authorization Letter to Collect Documents

From: Dana Wells
4028 Hazelwood Avenue
Kirkland, Washington 10482
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[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]

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RJ Alexander



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