

Letter of Authorization for Business Document Collection

A **Letter of Authorization for Business Document Collection** is a formal written permission that allows a designated individual to collect official documents on behalf of a business entity. This letter typically includes essential information such as the names of the authorizing party and the authorized person, the scope of authorization, duration, and specific documents to be collected. For example, a business owner might issue this letter to authorize an employee to collect tax documents or licenses from government offices, ensuring a clear and legally recognized delegation of responsibility to facilitate smooth business operations.

Template: Letter of Authorization for Business Document Collection

[Business Letterhead or Company Name & Address]
[Date]
To Whom It May Concern,
Subject: Authorization for Document Collection
I, [Authorizing Person's Name], [Position/Title] of [Company Name], hereby authorize [Authorized Person's Name], holder of [ID Type & Number, if applicable], to collect the following documents:
- [List specific documents, e.g., Business License, Tax Documents, Certificates, etc.]
This authorization is valid from [Start Date] to [End Date].
Please provide the necessary assistance to [Authorized Person's Name] in releasing the aforementioned documents.
For inquiry or confirmation, please contact me at [Authorizing Person's Contact Number/Email].
Thank you for your cooperation.
Sincerely,
[Signature]
[Authorizing Person's Name]
[Position/Title]
[Company Name]
[Contact Details]

Example: Letter of Authorization for Business Document Collection

ABC Enterprises Ltd.
123 Main Street
City, State ZIP
Phone: (555) 123-4567
Email: info@abc-enterprises.com
Date: June 15, 2024
To Whom It May Concern,
Subject: Authorization for Document Collection
I, Jane Doe, Managing Director of ABC Enterprises Ltd., hereby authorize John Smith, holder of Employee ID# 456789, to collect the following documents on behalf of our company for the following purposes:
- Renewal of Business License for 2024
- Annual Tax Compliance Certificate
This authorization is valid from June 15, 2024 to June 30, 2024.
Please extend your assistance to Mr. John Smith in releasing the above-mentioned documents.
For any confirmation, please contact me at (555) 123-4567 or jane.doe@abc-enterprises.com.
Thank you.
Sincerely,
[Signature]
Jane Doe
Managing Director
ABC Enterprises Ltd.