

Authorization Letter for Document Pickup (Notarized Sample)

Date: _____

Location: _____

To Whom It May Concern,

I, **[Your Full Name]**, holding valid identification with ID number **[Your ID Number]**, hereby authorize **[Authorized Person's Full Name]**, whose identification number is **[Authorized Person's ID Number]**, to collect the following document(s) on my behalf from **[Name of Institution/Office]**:

- **[List of Document(s) to be Picked Up]**

The authorization is valid from **[Start Date]** to **[End Date]**.

Please allow **[Authorized Person's Name]** to complete the necessary processes and receive the document(s) mentioned above on my behalf.

Attached are copies of both our identification cards for your verification.

Should you require further confirmation, you may contact me at **[Your Contact Number/Email]**.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Address]

Notarization

SUBSCRIBED AND SWORN to before me this ____ day of _____, 20 __, by **[Your Printed Name]** who has satisfactorily proven to me through valid government-issued identification to be the person whose name is subscribed to this authorization letter.

Notary Public

(Seal and Signature)

My Commission Expires: _____