Authorization Letter Example

**John Doe**

123 Main Street

Springfield, IL 62704

Phone: (555) 123-4567

Email: johndoe@example.com

July 09, 2025

**To: Jane Smith**

456 Oak Avenue

Springfield, IL 62705

Phone: (555) 987-6543

Email: janesmith@example.com

**Dear Jane Smith,**

I, John Doe, hereby authorize you to act on my behalf in collecting my official documents from the Springfield County Office. This authorization grants you the right to collect, sign, and receive any relevant paperwork or items pertaining to my personal identification and residency documents.

This authorization is valid from July 10, 2025, until July 17, 2025. Please present a valid photo ID upon collection.

Should you require any further information or verification, feel free to contact me at the phone number or email listed above.

Thank you for your assistance.

Sincerely,

John Doe

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_