

# Mail Collection Authorization Letter

Date: [Insert Date]

To Whom It May Concern,

I, [Your Full Name], residing at [Your Address], hereby authorize my friend, [Friend's Full Name], to collect my mail on my behalf during my absence.

This authorization is valid from [Start Date] to [End Date].

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Contact Number]