

Clearance for Document Collection

Date: [Insert Date]

[Recipient Name]

[Recipient Position]

[Organization Name]

[Address]

Dear [Recipient Name],

This letter serves to confirm that you have been cleared for the collection of documents related to [specific document name or purpose] from [department or office name].

Kindly present this letter along with a valid identification document at the time of collection. The collection is scheduled for [insert date and time].

Should you have any questions or require further assistance, please feel free to contact [contact person's name] at [contact number] or [email address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]