

Delegation Letter for Document Collection

Date: [Insert Date]

From:

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To:

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Subject: Delegation for Document Collection

Dear [Recipient's Name],

I, [Your Name], hereby authorize [Delegate's Name] to collect the following documents on my behalf:

- [Document 1]
- [Document 2]
- [Document 3]

This delegation is valid from [Start Date] to [End Date]. Please provide [Delegate's Name] with all necessary assistance in this matter.

Thank you for your cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]