

Endorsement for Document Retrieval Authorization

Date: [Insert Date]

To Whom It May Concern,

I, [Your Name], holding the position of [Your Position] at [Your Organization], am writing to endorse [Recipient's Name], who is authorized to retrieve documents on behalf of [Your Organization].

The documents to be retrieved include: [List the documents] and are essential for [Briefly describe the purpose].

This authorization is effective from [Start Date] to [End Date]. Please provide [Recipient's Name] with the necessary assistance in retrieving these documents.

If you have any questions or require further confirmation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Organization's Address]

[Your Phone Number]

[Your Email Address]