AUTHORIZATION LETTER FOR SSS

To,

 (Recipient Details)

 (Recipient Address/ City)

Subject: Authorization to collect the registered post on my behalf

I am Haaris Hassan, (designation) of (mention company name) write this letter to authorize (name of the authorized person) for making payment to (mention party’s name).

I hereby approve (Name) to make a payment of (amount) to (name) on

 / / (date) in regard to (mention purpose – payment for order made/ balance amount clearance).

Kindly consider this a genuine letter of authority. You can contact me in case you require any clarification. I am providing my contact details for the same.

Thank you very much for understanding. Contact details:

Phone number: 62346247777 Mail id:- myriadstory@gmail.com Thanking you,

Regards,

 (Signature),

 (Name),

 (Contact Number)

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