

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)