{Your address}

{Date}

I hereby authorize {Name} to act as my representative and collect {type of document} for me from {source}. You will find a copy of {Name}’s identification enclosed, which you may use to confirm {Name}’s identity when {he | she} arrives to collect {type of document}.

This notice will remain valid until I provide a written notice stating otherwise. You will also find {Name}’s signature below, which you may also use in order to verify {Name}’s identity when {he | she} signs for the document. Thank you in advance for your cooperation in this matter.

Sincerely,

{Your name}

{Name}’s

signature:

 Enclosed: Identity proof of {Name}