**Date:**

**To,**

**Import Manager**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Subject: - Authority letter for collection of delivery order**

**Ref: HBL NO: - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dear Sir,**

We hereby authorized to M/s. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to collect the delivery order on our company behalf against above mentioned air way bill no.

Thanking you.

Yours truly,

**For**

**Authorized signatory**