Authorization Letter to collect Consular Document

I am writing to the Bangladesh Embassy, Stockholm to inform that I am authorizing the following person to collect my _____ on my behalf as I am currently unable to come to Embassy to collect it by myself.

The details of the authorized person are:

Name:
ID number:
Phone number:

Sincerely,

…… (signature and date)

Name:
ID number:
Phone number:
Email: