

Authorization Letter To Claim

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name or Organization's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Authorization Letter to Claim [Specify Item or Document]

Dear [Recipient's Name or Organization's Name],

I, **[Your Name]**, hereby authorize **[Authorized Person's Name]**, to claim [Specify the item or document, e.g., passport, package, diploma] on my behalf. Due to [reason for your inability to claim personally, e.g., conflicting commitments, travel, health reasons], I am unable to collect it in person.

[Authorized Person's Name] has my permission to act in all matters related to the claiming of the aforementioned item. For identification purposes, [Authorized Person's Name] will present their [type of identification, e.g., driver's license, passport] with number **[ID number]**, along with a copy of this authorization letter.

This authorization is valid from **[Start Date]** until **[End Date]**, if applicable.

Please extend all courtesies to **[Authorized Person's Name]** in completing this process. Should you require any further information or verification from my side, do not hesitate to contact me at **[Your Phone Number]** or **[Your Email Address]**.

Thank you for your cooperation and understanding in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]