Authorization Letter to Claim Documents

[Your Full Name]
[Your Address]
[Email Address, Phone Number]
[Date]

[Recipient's Full Name or Company's Name]
[Recipient's Address]

Subject: Authorization to Claim Documents

Dear [Recipient's Name or Company's Title],

I, [Your Full Name], am writing this letter to formally authorize [Designated Person's Full Name], whose identification number is [ID Number], to collect certain documents on my behalf. My commitments prevent me from personally attending to this matter.

I grant [Designated Person's Full Name] full authority to act on my behalf in all procedures related to the retrieval of the documents. They will provide their valid identification ([Specify ID type, e.g., Driver's License, Passport]) for verification purposes. For your reference, I have also enclosed a photocopy of my identification ([Specify your ID type]) with this letter.

I appreciate your cooperation and understanding in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]

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