

Authorization Letter to Claim Documents

[Your Full Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

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

[Recipient's Address]

[City, State, Zip Code]

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.

This authorization is effective from [Start Date] and will remain valid until [End Date]. During this period, [Designated Person's Full Name] is permitted to sign any documents necessary for the claiming process and to perform any related actions required on my behalf.

For any further information or clarifications, you can reach me at my phone number, [Your Phone Number], or via email at [Your Email Address].

I appreciate your cooperation and understanding in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]