

Personal Authorization Letter to Claim

[Your Full Name]

[Your Address]

[City, State, Zip Code]

[Contact Number]

[Email Address]

[Date]

[Organization/Company Name]

[Organization's Address]

[City, State, Zip Code]

Subject: Authorization to Claim [Specify Item or Document]

Dear [Organization's Representative Name or Title],

I, [Your Full Name], am writing to grant authorization to [Name of Authorized Person] to claim [specify the item or document, such as a package, official document, paycheck, etc.] on my behalf.

Due to [state the reason, such as being out of town, health issues, other commitments, etc.], I am unable to personally collect the said item. Therefore, I hereby authorize [Name of Authorized Person] to act in my capacity from [Start Date] until [End Date].

[Name of Authorized Person] will present their identification for verification purposes and has my permission to sign any documents necessary to complete the claiming process.

Please provide [Name of Authorized Person] with the [specified item or document] and treat any signatures or decisions made by them as my own.

For any queries or additional verification, please feel free to contact me at [Your Contact Number] or [Your Email Address]. Your cooperation and assistance in this matter are greatly appreciated.

Thank you for your attention to this authorization.

Sincerely,

[Your Signature]

[Your Printed Name]