

Authorization Letter to Claim Money from Company

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Accounts Payable Department
Acme Corp.
1234 Industry Way
Hartford, CT 06105

Dear Accounts Payable Manager,

Subject: Authorization to Claim Money from Company

I, Jessica Miller, an employee of Acme Corp. under the employee ID #789123, am presently on maternity leave and unable to visit the office to manage my financial transactions related to employment benefits and reimbursements.

Hence, I hereby authorize my spouse, David Miller, to act on my behalf in all matters that require financial transactions with Acme Corp., including but not limited to the collection of my paycheck, bonus, or any other due payments.

Details of the Authorized Representative:

- **Name:** David Miller
- **Relationship to Me:** Spouse
- **Identification Number:** ID 501234567

This authorization is to remain in effect until I provide a written notice to revoke it or until April 30, 2025, whichever comes first.

I request that all interactions and transactions be documented and that identification is verified before any funds are released to David. Attached you will find copies of my identification, David's identification, and our marriage certificate for verification purposes.

Should there be any questions or need for further clarifications, please feel free to contact me at the provided phone number or email address.

Thank you for your attention to this matter and your cooperation.

Sincerely,

Jessica Miller

Enclosures:

- Copy of Jessica Miller's Employee ID Card
- Copy of David Miller's Identification (Driver's License)
- Copy of Marriage Certificate