

Authorization Letter to Claim Money for Scholarship

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Financial Aid Office
University of Excellence
1234 University Way
Riverdale, 90210

Dear Financial Aid Officer,

Subject: Authorization to Claim Scholarship Money

I, Alexandra Ford, a scholarship recipient at the University of Excellence, am currently engaged in an internship abroad and unable to personally claim the scholarship funds due to me for the current academic year. Therefore, I am writing to formally authorize my brother, Nathan Ford, to receive the scholarship payment on my behalf.

Details of the Authorized Representative:

- **Name:** Nathan Ford
- **Relationship to Me:** Brother
- **Identification Number:** ID 550112233

Nathan is authorized to collect and manage the disbursement of my scholarship funds intended for the academic year 2025. Please process and disburse the funds to him as you would to me, and provide him with any necessary documents related to the scholarship management.

This authorization will remain effective until the completion of the scholarship disbursement process or until I provide written notice to revoke this authorization.

Please find attached copies of my student ID, my brother's identification document, and a signed affidavit confirming this authorization. Feel free to contact me via email or phone if you require further information or additional confirmation regarding this arrangement.

I appreciate your assistance in this matter and trust that everything will be handled with the usual level of professionalism and care afforded by your office.

Thank you for your cooperation and understanding.

Sincerely,

Alexandra Ford

Enclosures:

- Copy of Alexandra Ford's Student ID
- Copy of Nathan Ford's Identification (Driver's License)
- Signed Affidavit of Authorization