
Authorization Letter to Claim

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Recipient Name or Insurance Company Name],

I, [Your Name], holding the policy number [Policy Number], hereby authorize [Representative's Name], of [Representative's Address], to act on my behalf in all matters related to my insurance claim. This includes, but is not limited to, filing, negotiating, and settling the claim.

The claim pertains to [brief description of the claim reason, e.g., "damages incurred from the recent storm on [date] affecting my property located at [Property Address]"]. The claim number, if already assigned, is [Claim Number].

This authorization is valid from [Start Date] until [End Date], during which [Representative's Name] is granted full authority to act on my behalf regarding this claim.

I trust that [Representative's Name] will handle the claim with the utmost diligence and care, ensuring that all necessary steps are taken to process the claim efficiently. Please direct all correspondence and

inquiries regarding this claim to [Representative's Name] at
[Representative's Contact Information].

Thank you for your prompt attention to this matter. Should you require
any further information or clarification, please do not hesitate to contact
me directly at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]

[Your Name]