
Sample Authorization Letter to Claim

[Date]

[Your Name]

[Your Address]

City, State, Zip Code

[Entity's Name or Individual's Name]

[Their Address]

City, State, Zip Code

Subject: Authorization to Claim [Item/Document, e.g., Passport, Diploma]

Dear [Recipient's Name or "To Whom It May Concern"],

I, [Your Full Name], hereby authorize [Authorized Person's Full Name], carrying the ID number [ID Number], to claim my [Item/Document] on my behalf. Due to [reason for inability to claim personally], I am unable to be present and thus, am entrusting the mentioned individual with this responsibility.

This letter grants [Authorized Person's Name] the authority to receive the above-mentioned item and perform any related transactions. This authorization is valid from [Start Date] to [End Date].

Should there be any doubts or further verification needed, you may contact me directly at [Your Contact Information].

Thank you for your cooperation.

Yours sincerely,



[Your Name]

[Your Signature]