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| --- | --- |
|  | Street Address, City, ST ZIP Code  Telephone |

**Subject: Authorization Letter Sample To Claim Documents**

[Your Name]  
[Date]  
  
[Recipient’s Name]  
  
Subject: Authorization Letter to Claim Documents  
  
Dear [Recipient’s Name],  
  
I, [Your Name], hereby authorize [Authorized Person’s Name] to claim the following documents on my behalf:  
  
1. [Document 1]  
2. [Document 2]  
  
I am unable to claim the documents personally due to [reason for not being able to claim the documents]. Therefore, I am authorizing [Authorized Person’s Name] to act as my representative and claim the documents on my behalf.  
  
To facilitate the process, I have attached a copy of my identification and the original receipt of the documents. I request you to kindly assist [Authorized Person’s Name] in claiming the documents and provide them with any necessary assistance.  
  
I kindly request you to consider this letter as a formal authorization and allow [Authorized Person’s Name] to claim the documents on my behalf. If there are any forms or documents that need to be signed, please provide them to [Authorized Person’s Name], and I will take responsibility for any necessary actions.  
  
Please do not hesitate to contact me at [Your Contact Number] or [Your Email Address] for any further verification or clarification. Thank you for your cooperation and assistance in this matter.  
  
Sincerely,  
  
[Your Name]