

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]