|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | |  | | **ATHORITY LETTER** | | To Claim | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | | Dear Mr. Anderson,  I am writing this letter to formally authorize Mr. Michael Williams to claim a reimbursement check on my behalf from your Claims Department, as I am unable to do so in person due to being out of town for business purposes.  I understand that the retrieval of this item is essential, and I trust that Mr. Michael Williams will act responsibly on my behalf. The details of the item to be claimed are as follows:   * Item Description: Reimbursement check under claim number C123456 * Reference Number: R789012 * Date of Document: August 15, 20XX   I have attached a copy of my driver's license and a signed authorization form to verify my identity and authorize Mr. Michael Williams to claim the item on my behalf.  Please provide Mr. Williams with any necessary instructions and assistance during the claim process. I understand that this authorization remains valid until August 31, 20XX, unless I notify you in writing of any changes or cancellations.  I appreciate your understanding and cooperation in this matter. Should you require any further information or documentation, please do not hesitate to contact me at (555) 123-4567 or emma.johnson@email.com.  Thank you for your prompt attention to this authorization, and I look forward to the successful completion of the claim process.  Sincerely,  Emma Johnson  **Enclosure:** Copy of Driver's License and Authorization Form | |