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| |  | | --- | | **Authority Letter**  Represent for Insurance Claims |  |  | | --- | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  | | **Subject:** Authorization Letter to Represent for Insurance Claims  Dear Ms. Davis,  I am writing to formally authorize Sarah Thompson to act as my representative for all matters related to filing and managing insurance claims with Secure Guard Insurance. I am unable to personally attend to these matters due to ongoing medical treatment.  **This authorization includes, but is not limited to:**   * Filing and submitting insurance claims on my behalf. * Providing all necessary documentation and information required for the claims process. * Negotiating and corresponding with your company's representatives regarding claim details. * Receiving correspondence, claim status updates, and any necessary settlement documents. * Making decisions and signing documents pertaining to the claims process.   I trust Sarah Thompson completely and believe that she will represent my interests diligently and professionally throughout the claim’s procedure. This authorization is effective immediately and will remain in effect until further notice from me.  Please provide Sarah Thompson with all necessary access and information required to handle the claims process smoothly. Any communication or correspondence regarding insurance claims should be directed to sarah.thompson@email.com and (555) 123-4567.  I kindly request you to update your records to reflect this authorization and to direct all future communication regarding my insurance claims to Sarah Thompson. I am confident that she will effectively manage all necessary tasks associated with the claims process.  Thank you for your prompt attention to this matter. Should you require any additional information or documentation from me to facilitate this authorization, please do not hesitate to contact me at john.smith@email.com or (555) 123-4567.  Sincerely,  John Smith | |