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| **Authority Letter** | [Email] |
| Claim Bonus | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

**Subject**: Authorization Letter to Claim Bonus on My Behalf

Dear [Recipient's Name],

I hope this letter finds you in good health. I am writing to formally authorize my colleague, [Colleague's Full Name], to claim my bonus on my behalf. Due to unforeseen circumstances, I am unable to personally visit the office to claim the bonus amount.

I understand that the bonus distribution is scheduled for [Date], and I would appreciate it if you could assist my colleague in facilitating the process. I have complete trust in [Colleague's Full Name]'s ability to act on my behalf and handle any necessary paperwork or formalities involved.

**Please find below the details of [Colleague's Full Name] for your reference:**

Full Name: [Colleague's Full Name]

Employee ID: [Colleague's Employee ID, if applicable]

Contact Number: [Colleague's Phone Number]

Email Address: [Colleague's Email Address]

I kindly request that you provide [Colleague's Full Name] with all the necessary information and documents required to claim the bonus. Additionally, if there are any forms or signatures needed, I authorize [Colleague's Full Name] to sign and complete them on my behalf.

I assure you that this authorization is genuine and in accordance with my wishes. I will be available to answer any queries or concerns that may arise during this process.

I appreciate your understanding and cooperation in this matter. I apologize for any inconvenience my absence may cause and thank you for your assistance in ensuring a smooth bonus claim process.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further clarification or information.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Full Name]

[Your Signature – if sending a physical letter]