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| **Authority Letter** | [Email] |
| Represent for Insurance Claims | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

**Subject:** Authorization Letter to Represent for Insurance Claims

Dear [Recipient's Name],

I am writing to formally authorize [Authorized Person's Full Name] to act as my representative for all matters related to filing and managing insurance claims with [Insurance Company Name]. I am unable to personally attend to these matters due to [Provide a brief reason for your unavailability, if desired, e.g., medical reasons, travel, etc.].

**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 [Authorized Person's Full Name] completely and believe that they 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 [Authorized Person's Full Name] with all necessary access and information required to handle the claims process smoothly. Any communication or correspondence regarding insurance claims should be directed to [Authorized Person's Full Name] at [Authorized Person's Email Address] and [Authorized Person's Phone Number].

I kindly request you to update your records to reflect this authorization and to direct all future communication regarding my insurance claims to [Authorized Person's Full Name]. I am confident that they 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 [Your Email Address] or [Your Phone Number].

Sincerely,

[Your Full Name]

[Your Signature, if sending a physical copy]