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| **Authority Letter** | [Email] |
| Claim my Driver's License | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

**Subject:** Authorization Letter to Claim my Driver's License on my Behalf

Dear [Concerned Personnel's Name],

I hope this letter finds you well. I am writing to formally authorize [Authorized Person's Full Name] to claim my driver's license on my behalf. I am unable to collect the license in person due to [mention the reason, if necessary, such as travel, illness, or any other pertinent reason].

I understand that [Authorized Person's Full Name] will need to present valid identification and follow all necessary procedures to claim the driver's license on my behalf. I trust that they will provide all the required documentation and adhere to the guidelines set by your department.

**Please find below the details of the authorized person:**

Full Name: [Authorized Person's Full Name]

Date of Birth: [Authorized Person's Date of Birth]

Identification Type: [Authorized Person's ID Type (e.g., Passport, Driver's License)]

Identification Number: [Authorized Person's ID Number]

I hereby grant full authority to [Authorized Person's Full Name] to sign any documents and undertake any actions necessary for the collection of my driver's license. This authorization is valid until [Specify Date] or until further notice from my side.

Kindly provide [Authorized Person's Full Name] with any instructions or forms required for the collection process. I appreciate your assistance in ensuring a smooth and hassle-free experience for the authorized person.

If you require any additional information or documentation to process this authorization, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter. I trust that [Authorized Person's Full Name] will receive the necessary cooperation from your team to complete this process.

Sincerely,

[Your Full Name]

[Your Signature (if sending a printed letter)]

[Date]

**Enclosure:** Copy of [Your ID/Driver's License/Passport] for verification purposes (if required)