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| **AUTHORIZATION LETTER** | [Email] |
| To Claim | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

Dear [Recipient's Name],

I am writing this letter to formally authorize [Authorized Person's Full Name] to claim a specific item on my behalf from your [Department/Office/Institution], as I am unable to do so in person due to [briefly explain the reason for authorization, e.g., being out of town, medical condition, or any other valid circumstances].

I understand that the retrieval of this item is essential, and I trust that [Authorized Person's Full Name] will act responsibly on my behalf. The details of the item to be claimed are as follows:

* Item Description: [Provide a detailed description of the item, including any relevant identification numbers or references]
* Reference Number: [If applicable]
* Date of Claim: [Specify the date by which the item needs to be claimed]

I have attached a copy of my identification documents [list the documents you are attaching, e.g., a copy of my driver's license, passport, or any other relevant identification] to verify my identity and authorize [Authorized Person's Full Name] to claim the item on my behalf.

Please provide [Authorized Person's Full Name] with any necessary instructions and assistance during the claiming process. I understand that this authorization remains valid until the specified date of claim 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 [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this authorization, and I look forward to the successful completion of the claiming process.

Sincerely,

[Your Full Name]

[Your Signature]