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| |  | | --- | | **Authority Letter** to Claim Bonus |  |  | | --- | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  | | **Subject:** Authorization Letter to Claim Bonus on My Behalf  Dear Mr. Johnson,  I hope this letter finds you in good health. I am writing to formally authorize my colleague, Ms. Emily Rodriguez, 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 August 15, 20XX, and I would appreciate it if you could assist Ms. Emily Rodriguez in facilitating the process. I have complete trust in Ms. Rodriguez's ability to act on my behalf and handle any necessary paperwork or formalities involved.  **Please find below the details of Ms. Emily Rodriguez for your reference:**  Full Name: Emily Rodriguez  Employee ID: ER78901  Contact Number: (555) 234-5678  Email Address: emily.rodriguez@email.com  I kindly request that you provide Ms. Emily Rodriguez with all the necessary information and documents required to claim the bonus. Additionally, if there are any forms or signatures needed, I authorize Ms. Rodriguez 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 (555) 123-4567 or john.anderson@email.com if you require any further clarification or information.  Thank you for your prompt attention to this matter.  Sincerely,  John Anderson  **Enclosure**: Copy of Ms. Emily Rodriguez's driver’s license for verification purposes  CC: Ms. Emily Rodriguez | |