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| **Authority Letter** to Claim Bonus |

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| To[Receiver Name][Receiver Title][Addess][Email] |
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| From[Sender Name][Sender Title][Addess][Email] |

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| **Subject:** Authorization Letter to Claim Bonus on My BehalfDear 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 RodriguezEmployee ID: ER78901Contact Number: (555) 234-5678Email Address: emily.rodriguez@email.comI 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 purposesCC: Ms. Emily Rodriguez |

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