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| |  | | --- | | **Authority Letter**  Claim my Driver's License |  |  | | --- | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  |   Dear Mr. Smith,  I hope this letter finds you well. I am writing to formally authorize Ms. Emily Johnson to claim my driver's license on my behalf. I am unable to collect the license in person due to an unexpected work assignment that requires my immediate travel out of town.  I understand that Ms. Johnson will need to present valid identification and follow all necessary procedures to claim the driver's license on my behalf. I trust that she 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: Ms. Emily Johnson  Date of Birth: March 20, 19XX  Identification Type: Driver's License  Identification Number: DL1234567890  I hereby grant full authority to Ms. Johnson to sign any documents and undertake any actions necessary for the collection of my driver's license. This authorization is valid until September 15, 20XX, or until further notice from my side.  Kindly provide Ms. Johnson with any instructions or forms required for the collection process. I appreciate your assistance in ensuring a smooth and hassle-free experience for Ms. Johnson.  If you require any additional information or documentation to process this authorization, please do not hesitate to contact me at (555) 123-4567 or sarah.w@email.com.  Thank you for your prompt attention to this matter. I trust that Ms. Johnson will receive the necessary cooperation from your team to complete this process.  Sincerely,  Sarah Williams |