**Authorization Letter to Claim Documents in School**

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[School Name]

[School Address]

[City, State, ZIP Code]

Subject: Authorization Letter to Claim Documents

Dear [School Official's Name],

I, [Your Name], am writing to authorize [Authorized Person's Name] to claim the following documents on my behalf:

[Specify Document 1]

[Specify Document 2]

[Specify Document 3]

Due to [mention the reason, such as work commitments or personal matters], I am unable to collect these documents in person. [Authorized Person's Name] will present this authorization letter along with [his/her] identification for verification purposes.

Details of the authorized person:

Name of Authorized Person: [Authorized Person's Name]

Relationship to the Student: [Authorized Person's Relationship to You or Student]

ID/Passport Number of Authorized Person: [Authorized Person's ID/Passport Number]

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

I kindly request your cooperation in facilitating the release of these documents to [Authorized Person's Name]. If there are any additional forms or requirements, please inform [Authorized Person's Name] accordingly.

I appreciate your prompt attention to this matter. If there are any questions or concerns, you may contact me at [Your Phone Number] or [Your Email Address].

Thank you for your understanding and assistance.

Sincerely,

[Your Full Name and Signature]