**Authorization Letter to Claim on My Behalf**

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title, if applicable]

[Organization/Business Name]

[Address]

[City, State, ZIP Code]

Subject: Authorization Letter to Claim on My Behalf

Dear [Recipient's Name],

I, [Your Name], hereby authorize [Authorized Person's Name] to claim [Specify the item or document] on my behalf. Due to [mention the reason, such as personal commitments or travel], I am unable to personally attend to this matter.

Details of the authorized person:

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

Relationship to the Claimant: [Authorized Person's Relationship to You]

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 trust that [Authorized Person's Name] will comply with all necessary procedures and requirements during the claiming process. [He/She] will be presenting a copy of this authorization letter along with [his/her] identification for verification purposes.

If there are any forms or additional documents required, please provide them to [Authorized Person's Name]. I can be reached at [Your Phone Number] or [Your Email Address] if there are any questions or concerns.

I appreciate your assistance in facilitating this matter and thank you for your understanding.

Sincerely,

[Your Full Name and Signature]