**Authorization Letter to Claim**

[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

Dear [Recipient's Name],

I, [Your Name], am writing this letter to authorize [Authorized Person's Name] to claim [Specify the item or document] on my behalf. Unfortunately, due to [reason for not being able to claim personally], I am unable to be present in person for the claim.

Please find below the details of the person authorized to claim:

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 request your cooperation in assisting [Authorized Person's Name] in the claiming process. [He/She] will present a copy of this authorization letter along with [his/her] identification to establish [his/her] identity.

I appreciate your prompt attention to this matter. If there are any additional requirements or procedures, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your understanding and cooperation.

Sincerely,

[Your Full Name and Signature]