**Formal 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: Formal Authorization Letter to Claim

Dear [Recipient's Name],

I, [Your Name], hereby grant formal authorization to [Authorized Person's Name] to claim [Specify the item or document] on my behalf. Due to [mention the reason, such as professional commitments or unforeseen circumstances], I am unable to personally attend to this matter.

Details of the authorized person:

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

Position/Title (if applicable): [Authorized Person's Position/Title]

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 adhere to all necessary procedures and requirements during the claiming process. [He/She] will present this formal authorization letter, duly signed by me, along with [his/her] identification for verification purposes.

Should there be any additional documentation or forms required, kindly provide them to [Authorized Person's Name]. For any inquiries or clarifications, please feel free to contact me at [Your Phone Number] or [Your Email Address].

I appreciate your cooperation and diligence in facilitating this matter promptly.

Thank you for your attention to this request.

Sincerely,

[Your Full Name and Signature]