**Short Authorization Letter to Claim**

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Date]

[Recipient's Name]

[Organization/Business Name]

[Address]

[City, State, ZIP Code]

Subject: Authorization to Claim

Dear [Recipient's Name],

I, [Your Name], authorize [Authorized Person's Name] to claim [Specify the item or document] on my behalf. Due to [mention the reason, such as scheduling conflicts], I am unable to do so in person.

Authorized Person's Details:

Name: [Authorized Person's Name]

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

Kindly assist [Authorized Person's Name] in the claiming process. [He/She] will present this letter and [his/her] ID for verification.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Full Name and Signature]