

Authorization Letter To Claim Collect Or Pick Up Documents Or Check

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Authorization Letter to Claim/Collect/Pick Up Documents or Check

Dear [Recipient's Name],

I am writing this letter to grant authorization for [Authorized Person's Name] to claim, collect, or pick up the following documents/check on my behalf:

1. [Document/Check Description]: [Specify the nature of the document or check, e.g., bank check, medical report, legal document, etc.]
2. [Document/Check Description]: [Specify another document or check if applicable]

I am unable to personally visit the [Name of Institution/Place] to retrieve these documents/check due to [mention the reason for your absence, such as work commitments, medical condition, travel, etc.].

Therefore, I hereby authorize [Authorized Person's Name] to act on my behalf and collect these items.

Please find below the details of the authorized person:

Full Name: [Authorized Person's Full Name]

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

Address: [Authorized Person's Address]

Contact Number: [Authorized Person's Phone Number]

Email Address: [Authorized Person's Email Address]

I kindly request your cooperation in assisting [Authorized Person's Name] in obtaining the specified documents/check. I understand that [Authorized Person's Name] will need to provide proper identification and adhere to any necessary procedures outlined by your institution.

This authorization is valid until [Specify the expiration date or mention if there's no expiration].

I appreciate your prompt attention to this matter and thank you for your assistance. Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] if you require any further information or clarification.

Sincerely,

[Your Full Name]

[Your Signature if sending a physical copy]

****Note:**** Make sure to customize the letter according to your specific needs, including the details of the authorized person, the documents/check being collected, and any other relevant information. It's important to be accurate and clear in your communication. Also, some institutions might have their own specific forms or requirements for authorization letters, so it's a good idea to check with them before sending the letter.