

Formal Authorization Letter to Claim Documents

Subject: Authorization to Collect Documents

Dear [Recipient Name],

I hereby authorize [Authorized Person Name] to collect the following documents on my behalf: [List of Documents] from [Office/Institution Name].

Please provide them with all necessary assistance. A copy of my identification and the authorized person's identification will be provided for verification purposes.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Contact Information]

Get more templates here:

<https://www.lettersandtemplates.com/letters/authorization-letter-to-claim-collect-or-pick-up-documents-or-check>