

Authorization Letter To Claim Collect Or Pick Up Documents Or Check

Dear [Recipient Name],

I, [Your Name], hereby authorize [Authorized Person's Name] to claim, collect or pick up my [Document/Check] on my behalf. The [Document/Check] is for [Purpose of the Document/Check]. [Authorized Person's Name] will provide a valid ID and this authorization letter as proof of identity when claiming the [Document/Check]. The [Document/Check] will be used for [Purpose of the Document/Check].

I hereby declare that I am fully responsible for any actions or liabilities that may arise from the collection or use of the [Document/Check] by [Authorized Person's Name].

Thank you for your assistance.

Sincerely,

[Your Name]