

Authorization Letter To Claim Collect Or Pick Up Documents Or Check

Dear [Recipient],

I, [Your Name], hereby authorize [Authorized Person's Name] to claim, collect, or pick up the following documents or check on my behalf:

[Insert a list of the specific documents or check that the authorized person is allowed to claim or collect]

This authorization is effective from [Start Date] until [End Date], and applies only to the above-mentioned items. [Authorized Person's Name] is not authorized to perform any other transactions or acts on my behalf.

I have attached a copy of my valid identification card [Insert type of ID] as proof of my identity and signature for verification purposes. [Authorized Person's Name] is also required to present his or her identification card for verification.

I am aware of the risks and consequences that may arise from authorizing someone else to collect or claim my documents or check. However, I fully understand that [Authorized Person's Name] is trustworthy and reliable to carry out this task on my behalf.

Thank you for your kind attention to this matter.

Sincerely,

[Your Name]

Get more templates here:

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