

Business Insurance Settlement Authorization

Subject: Authorization for Insurance Settlement Check Collection

[Insurance Company Name]

Claims Department

RE: Claim Number [claim number]

Gentlemen,

This letter serves as formal authorization for [Authorized Representative's Name], [title/relationship], to collect the insurance settlement check issued under claim number [claim number] for damages to [property/vehicle/business].

Authorization Details:

- Claimant: [Your Full Name/Business Name]
- Policy Number: [policy number]
- Claim Amount: [amount]
- Settlement Date: [date]

The authorized representative is empowered to:

- Sign for receipt of the settlement check
- Provide any additional documentation required
- Represent me in all matters related to this specific claim settlement

Please contact me at [phone number] if additional verification is required.

This authorization remains valid until [expiration date] or until the check is successfully collected, whichever occurs first.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title, if business]

[Date]

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