**Authorization Letter Sample to Claim**

**[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]**

**[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]**

### **Subject: Authorization to Claim on My Behalf**

**Dear [Recipient's Name],**

I, [Your Name], hereby grant [Authorized Person's Name], my [relationship or title], the authority to claim [specify the items or documents] on my behalf. Due to [reasons such as conflicting schedules, travel commitments, etc.], I am unable to be present personally.

Please acknowledge the receipt of these items to [Authorized Person's Name] upon collection and treat this letter as my express permission to do so. This letter serves as a valid authorization from [start date] to [end date].

For further validations or inquiries, please feel free to contact me at [your contact information].

**Regards,**

**[Your Signature]  
[Your Printed Name]**