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# Authorization Letter Sample to Claim

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**[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]**