

Authorization Letter Form Sample to Claim Documents

An **authorization letter form sample** is essential for granting permission to another individual to claim important documents on your behalf. This formal letter ensures a smooth and secure transfer of responsibility, reducing potential delays. Using a clear and concise authorization letter helps protect your rights and simplifies the document retrieval process.

Authorization Letter Sample

Date: _____

To Whom It May Concern,

I, **[Your Full Name]**, hereby authorize **[Authorized Person's Name]** to claim and receive the following documents on my behalf from your office:

- [List of Documents]

My valid identification details:

- ID Type: [Your ID Type]
- ID Number: [Your ID Number]

The authorized person's valid identification details:

- ID Type: [Authorized Person's ID Type]
- ID Number: [Authorized Person's ID Number]

Please extend your usual cooperation to **[Authorized Person's Name]** who will present this letter along with valid identification for verification.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]