

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]