



AUTHORIZATION LETTER TO CLAIM MONEY



To,
ATTN
ADDRESS
POSTAL CODE
COUNTRY

Subject: Authorization Letter to Claim Money

To Whom it May Concern,

This is to authorize: [NAME AUTHORIZED PERSON] to claim a sum in the amount of [AMOUNT CURRENCY] in your office as I am currently not able to do it myself.

To support my claim, I have appended two of my Identity cards, respectively:

- [ID 1: ie COMPANY ID];
- [ID 2 ie: PASSPORD ID].

to serve as proof that I have allowed the bearer of this letter to claim the money on my behalf.

Should you have any questions about the identity of the person bearing this letter, you can always call me at [PHONE NR], which is also reflected on my ID's.

Thank you and I am hoping for your smooth cooperation.

Yours sincerely,