

## AUTHORIZATION LETTER TO CLAIM ID CARD

Date: July 11, 2018

To,  
[ATTN]  
[ADDRESS]  
[POSTAL CODE]  
[COUNTRY]

**Subject:** Authorization Letter To Claim ID CARD

To Whom It May Concern:

This is to authorize: [NAME AUTHORIZED PERSON] to claim a [ID CARD]

[with following features: if available expiry date, card number, etc]

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 documents 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,

[NAME]

[SIGNATURE]