

Authorization Letter to Claim

From,
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To,
Wallace Ross
345 Pellentesque Ave
Villa Park Hawaii 56756

Subject: (-----)

To whom it may concern,

I (mention your name) would like to give authority to ----- (person's name) to receive the ----- (amount of money) at your ----- (office/individual's address) as I won't be present at in the town on the mentioned date.

In order to give verification of my claim, hereby, I am attaching the following documents:

ID: Company ID

ID: Passport ID

These documents are the source of proof that the 3rd party (name) is permitted ethically to receive the money in my absence ----- (mention the amount) and in case of any misunderstanding/confusion, you can directly contact me at ---- (add contact details).

All my relevant details are mentioned in the proof ids' that I have submitted with this letter.

I would like to thank you for your cooperation and support during my non-availability to collect the money.

Yours' Sincerely,
(Your Signature)
Chester Bennett