

# Letter of Authorization to Claim Salary

{{Address Sender}}

Date: October 1, 2020

{{Name Recipient}}  
{{Address Recipient}}

**Subject:** {{Subject}}

Dear {{Recipient Name}},

I hereby authorize my cousin, {{Name of person}}, to collect my end of service salary from you.

{{Name of person}}'s ID number is {{Enter ID Number}}. Only {{he/she}} is permitted to collect my salary so please make the necessary identification checks.

This authorization is for valid from {{date entry}} to {{date exit}} and for one time only {{or can be used multiple times}}.

Yours sincerely,

{{Signature}}

{{Formal Name}} {{Title}}