

Formal Authorization Letter to Claim Documents

Subject: Authorization to Collect Documents

Dear [Recipient Name],

I hereby authorize [Authorized Person's Name] to collect the following documents on my behalf:

- Document Type: [Specify Documents]
- Reference Number: [Reference Number, if any]
- Collection Date: [Date]

Please allow [Authorized Person's Name] to collect these documents and provide them with all necessary assistance. I take full responsibility for this authorization.

Thank you for your assistance.

Sincerely,

[Your Name]

[Contact Information]

[Signature]

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