

Authorization Letter to Claim ID Card

Date:

To,

[ATTN]

[Address]

[Postal Code]

[Country]

Subject: Authorization letter to claim Id card

Hello,

I'm writing to authorize [Name Authorized Person] to retrieve my [ID Card], which may include features such as an expiration date, card number, etc. from your office on my behalf as I am currently unable to do so myself.

To support this request, I have attached copies of two valid forms of identification:

- [ID 1: ie Company ID];
- [ID 2 ie: Passport ID]

The bearer of this letter has my permission to claim the documents on my behalf.

If you have questions about the identity of the person bearing this letter, please call me at [Phone NR]. Thank you for your cooperation.

Sincerely,

[NAME]

[Signature]