Authorization Letter to Claim Check

Date:

To,

[ATTN]

[Address]

[Postal Code]

[Country]

**Subject:** Authorization letter to claim check

Dear Sir or Madam,

This certification is to appoint my father, [Name Connection], as proxy to claim my check on my behalf from your office, as I am unable to miss work. To verify this request, I have included two forms of identification:

* [ID 1: i.e., Company ID];
* [ID 2 i.e.: Passport ID]

If you have questions about this individual, please call me at the number below. I would appreciate your time and understanding in this matter. Thank you for your cooperation.

Yours sincerely,

[NAME]

[Signature]