

## **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]