

Authorization Letter to Claim Documents

[Authorizer's Name]

[Address]

[Location]

[Contact No.]

To,

Whom it may concern

Address

Location

Subject: _____

Dear Sir/Madam,

I hereby request the immediate provision of my (mention any essential document, for example, character certificate) for legal purposes. I give my permission to Mr/Ms. (Name) to collect this document on my behalf since I am unable to visit your office owing to (XYZ) cause. I have no issue with Mr/Ms. (Name) signing the appropriate papers in my stead.

Yours Sincerely,

Name