

(date)

Sir/Madam,

To Whom It May Concern

I, the undersigned, will not able to get my *(what documents)* personally due to unavoidable

Circumstances, Please accept this letter as confirmation that I authorize *(name)* to

Claim my *(what documents)* from your company on behalf of all manners relating to my

*(what documents)* Including signing of all the documents related to this matter. She/he hereby

presents at least Two (2) of my valid ID for identification purposes.

Thank you for your special consideration of this matter.

Yours Sincerely,

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*(name)*