

AUTHORIZATION LETTER TO CLAIM (CHECK)

Date: December 7, 2017

To,
ATTN
ADDRESS
POSTAL CODE
COUNTRY

Subject: Authorization Letter to Claim Check

To Whom it May Concern:

This is to certify my <CONNECTION: IE FATHER>, <NAME CONNECTION>, to claim my check from your office on my behalf since I can't be absent from work.

To support my claim, I have appended two of my Identity cards, respectively:

- <ID 1: ie COMPANY ID>;
- <ID 2 ie: PASSPORT ID>.

to serve as proof that I have allowed the bearer of this letter to claim the Check on my behalf. If you want to verify my <CONNECTION: IE FATHER>'s identity further, you can call me at +1-232-232 -115, which also appears in my ID's.

Should you have any questions about the identity of the person bearing this letter, you can always call me at <PHONE NR>, which is also reflected on my ID's.

I am hoping for your kind consideration on this matter. Thank you and I am hoping for your smooth cooperation.

Yours sincerely,

<NAME>

<SIGNATURE>