

Authorization Letter to Claim Package

From,
Hedley Ingram
737-465 At Street
Independence Texas 45645
(993) 343-5464
heddley@rediffmail.com

Date:08/08/2001

To,
Raymond Levy
Ap 544 Risus St.
Beaumont New Mexico 43544

Subject: (-----)

Dear Sir,

This letter is to notify about the 3rd party (name of the person) to receive the ----- (mention about the package) on my behalf ----- (mention your name) at your office ----- (mention the organization name/address) as I am currently not available in the town.

Hereby, I am also attaching my documents as a verification proof of my identity to complete this process smoothly.

ID: 1 (Company Id)

Id: 2 (Passport)

These letters will also permit the 3rd party (mention name) to get the package in my absence. In case, you have any queries or concern in regard to the identity of the 3rd party (mention name) or my identity, then please feel free to contact me anytime.

Yours Sincerely,
(Signature)
Hedley Ingram

