

# Sample Authorization Letter to Claim

From,  
Cleo Best  
282-8351 Tincidunt Ave  
Sedalia Utah 53700  
(252) 204-1434

Date: 09-01-2019

To,  
Ina Burt  
Ap #130-1685 Ut Street  
Tyler KS 73510

Subject: Authorization for collecting the package

To Ina Burt,

I, Cleo Best resident of [Writer's Address], do hereby authorize [Name of the person being authorized] who is my [relation of the authorized person with the writer] to collect my package from [Delivery provider's name]'s office on my behalf as I am out of station and will not be able to collect the same myself. I also authorize [Name of the person being authorized] to complete any formalities as may be required to complete the transaction. I understand that once the package has been delivered to [Name of the person being authorized], [Delivery Provider's name] will not be responsible for any loss or damage to the package. Also [Name of the person being authorized] should furnish proof of ID for verification, if being asked, before receiving the package.

Sincerely,

[Signature of the writer]  
Cleo Best