

# Authorization Letter To Claim Money



From,

\_\_\_\_\_Your Name

\_\_\_\_\_Full Address,

To,

The Manager,

\_\_\_\_\_ (Concerned Authority)

\_\_\_\_\_Full Address

Date on Letter: (D/M/Y)

**Subject: An Application for Authority to claim money on my behalf**

Respected Sir/Madam,

It is to bring to your kind concern that I, \_\_\_\_\_ [your name] residence of \_\_\_\_\_ [full address], hereby authorize Mr./Mrs. [name of the authority person] to claim the money. He/She can claim a total amount of \_\_\_\_\_ (Amount) at \_\_\_\_\_ (place/location) on \_\_\_\_\_ (Date). All necessary documents and identity proof are attached with this letter. This authorization will remain valid till further notice.

A specimen signature of [authorization person's name] duly attested is given below. If you need any clarification there, you can feel free to contact me by [Mention Your Mail or Contact] without any hesitation.

Your faithfully,

\_\_\_\_\_ [Your Name]

\_\_\_\_\_ [Authorize Person Name]

Signature Attested.

**YOURINFOPPOINT**  
APPLICATION LETTER & ESSAY WRITING