**(First-party’s name)**

(Address)

(City, Zip code)

(Date)

**(Recipient Name)**

(Address)

(City, Zip code)

To Whom It May Concern:

I, **(*first party’s full name****)*, do hereby authorize my **(*relationship with the representative)***, Mr./Mrs. **(*name of representative),*** to claim the money addressed to me amounting to **(*indicate amount*)** from**(*indicate organization/person to transact from)*** on **(*date of transaction)*** on my behalf.

Attached herewith is the copy of my **(*name of valid ID)*** and the bearer’s ***(name valid ID of bearer)***for verification purposes.

Thank you very much and looking forward to your kind consideration. For any concerns and questions regarding the transaction, you may contact me at **(*insert phone number).***

Sincerely,

(***Signature over printed name****)*