

AUTHORIZATION LETTER TO CLAIM SALARY

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Date]

[Employer's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Authorization Letter to Claim Salary

Dear [Employer's Name],

I hope this letter finds you well. I am writing to officially authorize [Authorized Person's Name] to claim my salary on my behalf for the month of [Month and Year]. Due to [briefly explain the reason you are unable to claim the salary personally, such as being out of town, medical reasons, etc.], I am unable to collect my paycheck in person.

I trust [Authorized Person's Name] implicitly and believe that they will handle this matter with the utmost professionalism and integrity. Therefore, I hereby grant them full authority to receive and sign for my salary on my behalf.

Please find below the necessary information for verification:

- My full name: [Your Full Name]
- Employee ID: [Your Employee ID, if applicable]
- Amount of salary to be collected: [Salary Amount]
- Period of salary: [Month and Year]

I have attached a copy of [Authorized Person's Name]'s identification [e.g., passport, driver's license] for verification purposes. Kindly keep a record of this authorization letter for your records.

I would appreciate it if you could assist [Authorized Person's Name] in promptly collecting the salary and provide any necessary instructions to facilitate the process. If there are any forms or documents that need to be signed, please let them know so that I can provide any required signatures in advance.

Thank you for your understanding and cooperation in this matter. If you have any questions or require further information, please feel free to contact me at [Your Contact Information].

Once again, I thank you for your assistance and support.

Sincerely,

[Your Signature]
[Your Full Name]
[Your Contact Information]

Enclosure: Copy of [Authorized Person's Name]'s Identification [if applicable]