[Your Name]

[Street Address]

[City, Province, ZIP Code]

[Date]

[Name of Bank/Remittance Center]

[Street Address]

[City, Province, ZIP Code]

To Whom It May Concern,

I, [Your Name], hereby authorize [Name of Authorized Representative], who is my [Relationship], to claim my money on my behalf. [Name of Authorized Representative] is allowed to claim the total amount of [Amount of Money] from [Name of Bank/Remittance Center] located at [Location of Bank/Remittance Center] on [Date]. I am personally unable to claim the money myself because of [Reason].

To support my claim, [Name of Authorized Representative] shall be presenting [his/her] identification card for your verification. I have also included my identity card to serve as proof that my representative has the authority to claim the money on my behalf.

Should you have any questions about this letter and the identity of my representative, you may contact me at [Your Phone/Mobile Number].

Thank you and I’m hoping for your consideration regarding this matter.

Very truly yours,

[Your Signature]

[Your Name]