**To**

**[The Recipient Name]  
[Designation]  
[School Name]**

Date:

The principal,  
Name of the school

**Subject: Authorization to claim the money in the favor of [X]**

Respected Mr. ABC,

Through this letter, I would like to take the opportunity to inform your company that I, \_\_\_\_\_\_\_\_\_ (mention your name) would like to authorize the bearer of the letter who is \_\_\_\_\_\_\_\_\_ (mention the bearer’s name) to claim the back pay since I am unable to claim it myself because of being out of the country.

As per my instructions, \_\_\_\_\_\_\_\_\_ (bearer’s name) will provide his identity card on my behalf as proof of his identity. It is my humble request to you to please allow him to sign all the documents where my signatures are needed to claim back pay.

I hope that your company does not have any problem with this. If you want to know more about this authority I am giving to \_\_\_\_\_\_\_\_ (bearer’s name), please contact me at [contact]. Thank you so much for your consideration.

Regards,

[Your Name]  
[Designation]  
[Company Name]