**To**

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

Date:

The principal,  
Name of the school

**Subject: Authorization to claim money**

Respected Mr. ABC,

I am writing this letter to let you know that I am out of the country and due to this, I will not be able to claim the money that we discussed earlier. Since I need this money, I have decided to authorize \_\_\_\_\_\_\_\_\_\_\_ (mention the name of the person) to claim money on my behalf.

I authorize \_\_\_\_\_\_\_\_\_ (mention the name) to claim money and sign all the necessary documents that are required to be signed to perform the transaction of the claimed money successfully. \_\_\_\_\_\_\_\_\_\_ (mention the person in authority) holds all the rights pertaining to claiming the money and your company will not be answerable before the law if it pays my authorized person upon my permission. Furthermore, I assure you that I will not hold anyone accountable if my money is paid to the person being permitted to take it.

Thank you so much for considering my request. If you have any questions or you want to inform me of anything that I did not know before writing this authorization letter, I can be reached via my official email address and also via my contact number mentioned at the end of the letter. I hope that the person in authority will be able to claim and collect money at his earliest convenience. I look forward to your response.

Thanking you,

Yours truly,

Signatures of the sender