

Date:

\_\_\_\_\_  
Accounting Head

\_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_,

I am writing to inform your company that I am authorizing the bearer of this letter named, \_\_\_\_\_ to claim my back pay. Because I will be unable to get it in person due to the fact that \_\_\_\_\_.

\_\_\_\_\_ will provide her 2 valid IDs for identification and on my behalf please allow her to sign any documents required for the transaction.

I hope for your consideration regarding this matter. Thank you very much and more power.

Sincerely yours,

\_\_\_\_\_  
\_\_\_\_\_