From:  
Joe Michelson  
200 Baltimore St.  
La Plata, MD 20646

To  
Ms. Edna Butcher  
Jacaranda Properties  
508 Main St  
Woodstown, KS 67675

Date: 00 July 20XX

Subject: Authorization Letter to Claim

**Dear Ms. Edna**

I, Joe Michelson, hereby authorize my son, James Michelson, to conduct all activities regarding my properties and fill the forms and sign all the documents on my behalf. I grant him permission to claim my check and all documents related to the land from your office on my behalf. The scope of this authorization letter includes identity proofs for identification purposes.

This letter of authorization will be in effect from 00 July 20XX to 00 Aug 20XXX. You are requested to allow him complete access to the area mentioned above. If you have any questions, feel free to contact me on 555 5555 555 for any further clarification needed.

Sincerely,  
Joe Michelson