

Sample Authorization Letter to Duplicate Keys

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Key Duplication Service/Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Authorization to Duplicate Keys

Dear [Recipient's Name],

I, [Your Name], hereby authorize [Name of Authorized Person], whose identification details are provided below, to duplicate the following keys on my behalf:

1. Key description (e.g., Front Door Key, Office Key, etc.)
2. Key description (if applicable)

Authorized Person's Details:

- Full Name: [Name of Authorized Person]
- Identification Number: [ID Number/Passport Number]
- Contact Number: [Authorized Person's Phone Number]

Please find attached a copy of my identification for verification purposes. I kindly request that the duplicated keys be handed over to [Name of Authorized Person] upon completion.

If you require any further information or have any questions, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Name]

Attachments:

- Copy of [Your Identification Document]
- Copy of [Authorized Person's Identification Document] (if applicable)