



Office of the Chief Medical Examiner

**SAMPLE LETTER FOR THE NEXT-OF-KIN AUTHORIZING A THIRD-PARTY TO RETRIEVE PROPERTY**

(Insert Date Here)

**Subject: Authorization letter for property retrieval**

Dear OCME:

I am the legal Next-of-Kin to the decedent, (insert decedent full name here).

My relationship to the decedent is (insert your relationship with decedent, for example, parent, executor of estate, spouse, etc.).

As the legal Next-of-Kin, I represent to the OCME that I have the right to take possession of the decedent's property.

In that capacity, I am authorizing/assigning (insert full name here) to take possession of the property on my behalf.

If you have any questions, I can be contacted at (insert contact information here, a phone number, email).

(Sign Letter Here)

(01.28.24)