

I understand that [Authorized Person's Name] will need to present a valid photo ID and this authorization letter when collecting the birth certificate. I assure you that I have complete trust in [Authorized Person's Name]'s ability to handle this matter responsibly and confidentially on my behalf.

This authorization is valid from [Start Date] to [End Date] and covers any necessary follow-up actions that may be required during this period.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information or clarification. I appreciate your assistance in this matter.

Thank you for your attention to this request.

Sincerely,

[Your Signature - If Sending a Physical Copy]

[Your Typed Name]

Enclosures:

- Copy of Identification Documents
- Any additional required documents