

Professional Authorization for Employee Birth Certificate Collection

Subject: Authorization to Collect Birth Certificate on My Behalf

Dear Sir/Madam,

I, [Your Full Name], bearing ID number [Your ID Number], hereby authorize [Authorized Person's Name], bearing ID number [Their ID Number], to collect my birth certificate on my behalf from your office.

Due to my current work commitments and inability to visit your office during business hours, I am unable to collect this document personally. [Authorized Person's Name] is my trusted [relationship - colleague/friend/family member] who has agreed to assist me in this matter.

Please find attached copies of both our identification documents for verification purposes. I have also provided [him/her] with all necessary forms and fees required for this transaction.

I take full responsibility for this authorization and request your cooperation in facilitating this collection.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature]

[Date]

[Contact Number]

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