

Urgent Family Emergency Authorization Letter

Subject: URGENT - Authorization for Birth Certificate Collection

To Whom It May Concern,

I am writing under urgent circumstances to authorize [Authorized Person's Name] to collect my birth certificate immediately on my behalf.

Due to a family emergency that requires my immediate presence out of town, I cannot personally visit your office to collect this critical document. The birth certificate is needed urgently for [specific purpose - passport application/legal proceedings/medical emergency].

[Authorized Person's Name] is my [relationship] and carries my complete trust in handling this sensitive matter. I have provided them with all required documentation and fees.

This is a time-sensitive matter, and I would greatly appreciate your prompt assistance and cooperation.

Please contact me at [phone number] if any clarification is needed.

Respectfully yours,

[Your Name]

[Your Signature]

[Date]

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