

Casual Family Member Authorization Message

Subject: Quick Authorization for Birth Certificate Pickup

Hi there,

Hope you're doing well! I need to ask a favor regarding my birth certificate collection.

My sister [Sister's Name] will be stopping by your office sometime this week to pick up my birth certificate for me. I've been swamped with work and can't make it during your office hours.

She has her ID with her, and I've attached a copy of mine to this email. She's also got the reference number: [Reference Number].

Let me know if you need anything else from me. Thanks so much for your help!

Best regards,

[Your Name]

[Phone Number]

[Date]

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