

Business/Corporate Authorization Letter

Subject: Corporate Authorization for Employee Birth Certificate Collection

To the Vital Records Department,

[Company Name] hereby authorizes [Authorized Person's Name], our Human Resources Representative, to collect the birth certificate of our employee [Employee's Name] on behalf of our organization.

This document is required for our employee verification process and compliance with employment regulations. Our HR representative carries proper identification and company credentials.

The employee has provided written consent for this collection, and all necessary fees have been arranged by our organization.

We appreciate your professional cooperation in this matter and look forward to maintaining our positive working relationship with your department.

Sincerely,

[HR Manager's Name]

[Title]

[Company Name]

[Company Seal]

[Date]

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