

Authorization Letter For Diploma

Dear [Recipient's Name],

I, [Your Name], am writing this letter to authorize [Authorized Person's Name] to collect my diploma on my behalf. I am unable to personally collect my diploma due to [Reason for Absence]. [Authorized Person's Name] will present a valid ID, a copy of my ID, and a signed copy of this letter as proof of authorization to collect my diploma.

I am grateful for your understanding in this matter. Should you have any questions or concerns, please do not hesitate to reach me through my phone number or email address.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Name]