

Formal request for authorization to collect diploma

Subject: Authorization to Collect Diploma

Dear Registrar,

I, [Your Full Name], hereby authorize [Authorized Person's Full Name], holding identification number [ID Number], to collect my diploma on my behalf from [Institution Name].

Due to [Reason – e.g., travel commitments, illness, or relocation], I am unable to personally collect the document. I confirm that I trust [Authorized Person's Full Name] to complete this process on my behalf.

Kindly provide them with the diploma and any required supporting documents. I appreciate your assistance in this matter.

Sincerely,

[Your Full Name]

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