

Short and simple authorization email

Subject: Authorization for Diploma Pickup

Hi [Registrar/Office Name],

I authorize [Authorized Person's Full Name] to collect my diploma on my behalf. I am unable to come personally due to [Reason].

They will present their ID for verification. Thank you for your help.

Best regards,

[Your Full Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/authorization-letter-for-diploma>