Authorization Letter To Collect Certificate

[Your Name] [Your Address] [City, State, ZIP Code] [Email Address] [Phone Number] [Date] [Recipient's Name] [Recipient's Address] [City, State, ZIP Code] Subject: Authorization to Collect Certificate Dear [Recipient's Name],

I am writing to formally authorize [Authorized Person's Name] to collect my [Type of Certificate] on my behalf from [Institution/Organization Name]. I am unable to personally appear to collect the certificate due to [Reason for Unavailability, e.g., work commitments, medical reasons, etc.]. I hereby grant [Authorized Person's Name] full authority to represent me and act on my behalf for the purpose of collecting the aforementioned certificate. The certificate is related to [Provide any relevant details about the certificate, such as the date of issuance or any specific reference number]. I have enclosed a copy of my government-issued photo identification (such as a passport or driver's license) and a copy of [Authorized Person's Name]'s identification for verification purposes. [Authorized Person's Name]'s identification documents are attached herewith. I understand that [Authorized Person's Name] will need to provide identification and adhere to any procedures set forth by [Institution/Organization Name] to collect the certificate. I hold [Authorized Person's Name] responsible for ensuring the safe and proper handling of the certificate. Please kindly acknowledge this authorization letter and notify [Authorized Person's Name] of the date and time they can collect the certificate. If there are any forms or additional documents required for the collection process, please provide them to [Authorized Person's Name] in advance.

I appreciate your understanding and assistance in this matter. If you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this request.

Sincerely,

[Your Signature]

[Your Full Name]

Enclosures:

- 1. Copy of [Your Government-Issued Photo Identification]
- 2. Copy of [Authorized Person's Name]'s Identification