

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