

Formal authorization for academic certificate pickup

Subject: Authorization to Collect Academic Certificate

Dear Sir/Madam,

I, [Your Full Name], bearing ID number [ID Number], hereby authorize [Authorized Person's Full Name] to collect my [Certificate Type] certificate on my behalf from your esteemed institution.

Due to my current commitments and inability to personally visit your office, I am delegating this responsibility to the aforementioned individual. [Authorized Person's Name] will present this letter along with photocopies of both our identification documents for verification purposes.

The certificate details are as follows:

- Student Name: [Your Name]
- Student ID: [Student ID]
- Course/Program: [Course Name]
- Year of Completion: [Year]

I take full responsibility for this authorization and request your cooperation in releasing the certificate to my authorized representative.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Full Name]

[Date]

[Contact Information]

Get more templates here:

<https://www.lettersandtemplates.com/letters/authorization-letter-to-collect-certificate>