

Informal authorization for family member

Hi there!

I hope this message finds you well. I'm writing to let you know that my [relationship - brother/sister/parent], [Name], will be coming by to pick up my certificate since I can't make it myself.

Just to give you the details:

- My name is [Your Name]
- Certificate for [Course/Program Name]
- Completed in [Year]

I've attached copies of both our IDs so you can verify everything. [Name] should be there sometime [day/time if known].

Thanks so much for helping out with this!

Best regards,

[Your Name]

[Contact: Phone/Email]

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