

Formal workplace certificate authorization

Subject: Authorization Letter for Professional Certificate Collection

To Whom It May Concern,

This letter serves as formal authorization for [Authorized Person's Full Name], Employee ID [if applicable], to collect my professional certification on my behalf from your organization.

Personal Details:

- Full Name: [Your Complete Name]
- Professional ID/License Number: [Number]
- Certification Program: [Program Name]
- Completion Date: [Date]

I am currently unable to collect this certificate personally due to [brief reason - work commitments/travel/health]. The authorized individual will present valid identification and a copy of this authorization letter.

I hereby assume full responsibility for this delegation and request your cooperation in releasing the certificate to my designated representative.

Please contact me at [phone number] or [email] if you require any additional verification.

Respectfully,

[Your Signature]

[Printed Name]

[Title/Position]

[Company Name]

[Date]

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