

Emergency authorization message

Subject: URGENT - Authorization for Certificate Collection

Dear [Institution Name],

Due to an unexpected emergency, I need to authorize [Name] to collect my certificate immediately on my behalf.

Quick details:

- Student: [Your Name]
- ID: [Student/Professional ID]
- Certificate: [Type and Program]
- Emergency contact: [Phone number]

I understand this is short notice, but the certificate is needed urgently for [brief reason if comfortable sharing]. [Authorized person] has my full permission and will bring proper identification.

I can be reached at [phone] for immediate verification if needed.

Thank you for your understanding and quick assistance.

[Your Name]

[Date and Time]

Get more templates here:

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