

Authorization Letter Collect Birth 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 Birth Certificate

Dear [Recipient's Name],

I am writing this letter to formally authorize [Authorized Person's Name] to collect my birth certificate on my behalf from the [Name of Government Agency or Office] located at [Address of the Government Agency or Office]. I am unable to collect the birth certificate in person due to [state the reason if necessary, such as work commitments, health issues, etc.].

The following is the information required for the collection:

1. My full name: [Your Full Name]
2. Date of birth: [Your Date of Birth]
3. Place of birth: [City, State/Country of Birth]

Additionally, I have enclosed a copy of my identification documents [or other necessary documents, if required] to verify my identity. These documents are listed below:

1. [List of Identification Documents, e.g., Passport, Driver's License, etc.]
2. [Any other required documents]

I understand that [Authorized Person's Name] will need to present a valid photo ID and this authorization letter when collecting the birth certificate. I assure you that I have complete trust in

[Authorized Person's Name]'s ability to handle this matter responsibly and confidentially on my behalf.

This authorization is valid from [Start Date] to [End Date] and covers any necessary follow-up actions that may be required during this period.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information or clarification. I appreciate your assistance in this matter.

Thank you for your attention to this request.

Sincerely,

[Your Signature - If Sending a Physical Copy]

[Your Typed Name]

Enclosures:

- Copy of Identification Documents
- Any additional required documents

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