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| |  | | --- | | **Authority Letter** Claim Birth Certificate |  |  | | --- | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  | | **Subject:** Authorization Letter to Claim Birth Certificate  Dear [Recipient's Name],  I am writing to formally authorize [Agent's Full Name], residing at [Agent's Address], to collect my birth certificate on my behalf. This authorization is necessary due to [briefly explain the reason, such as travel abroad, health reasons, work commitments, etc.].  I understand that my birth certificate is an essential document, and I trust [Agent's Full Name] to act as my representative for this purpose. [Agent's Full Name] is hereby permitted to claim my birth certificate from your office and to perform any necessary actions or procedures related to the collection process.  **Please note the following details pertaining to this authorization:**   1. Agent's Full Name: [Agent's Full Name] 2. Agent's Address: [Agent's Address] 3. Purpose of Collection:[Specify Purpose, e.g., passport application, legal proceedings, etc.] 4. Authorization Start Date: [Start Date] 5. Authorization End Date: [End Date]   I kindly request your cooperation and assistance in facilitating this process for [Agent's Full Name]. [Agent's Full Name] will adhere to all requirements, procedures, and regulations set forth by your office during the collection process.  For your verification, I have attached a copy of my identification [Optional: List the type of identification attached, e.g., driver's license, passport].  I appreciate your attention to this matter and thank you for your understanding. I am confident that [Agent's Full Name] will handle the collection of my birth certificate with the utmost care and professionalism.  Should you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].  Thank you for your cooperation and prompt assistance.  Yours sincerely,  [Your Signature]  [Your Full Name] | |