|  |  |
| --- | --- |
| **AUTHORIZATION LETTER** | [Email] |
| Claim Birth Certificate | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

**Subject**: Authorization Letter to Claim Birth Certificate

Dear Mr. Smith,

I am writing to formally authorize Emily Rodriguez, residing at 789 Oak Lane, Springfield, IL 67890, to collect my birth certificate on my behalf. This authorization is necessary due to my upcoming travel abroad for a period of six months.

I understand that my birth certificate is an essential document, and I trust Emily Rodriguez to act as my representative for this purpose. Emily Rodriguez 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: Emily Rodriguez
2. Agent's Address: 789 Oak Lane, Springfield, IL 67890
3. Purpose of Collection: Passport application
4. Authorization Start Date: August 15, 20XX
5. Authorization End Date: February 15, 20XX

I kindly request your cooperation and assistance in facilitating this process for Emily Rodriguez. Emily Rodriguez 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 copy of passport to this letter.

I appreciate your attention to this matter and thank you for your understanding. I am confident that Emily Rodriguez 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 (555) 123-4567 or alice.johnson@email.com.

Thank you for your cooperation and prompt assistance.

Yours sincerely,

Alice Johnson