Almas Ted,

P.O. Box 123, Ox wood, California

Contact no. 027987563XXXX

January 7, 20XX

To

Whom it may concern,

University of All State,

Office of Critical Records,

P.O. Box 456, New Well, Jersey

**RE:** Authorization to collect my official documents

Dear Sir/Madam,

I, Almas Ted, need my University certificate and transcripts for some official purposes. Since I am tied up and therefore not able to come and collect the documents by in person, I hereby authorize Mr. Alex Jade, who is my brother, to apply for and collect the copies of the mentioned certificate currently held in your office. I have no objection in Mr. Jade signing any documents on my behalf in my absence. The collection will take place on 10th January 2018

Yours Sincerely,

Almas Ted.