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| **Authority Letter** | [Email] |
| Claim a Birth Certificate | [Address] |
|  | [Phone] |

TO [PReceiver Name] [Receiver Title]

To Whom It May Concern,

I, Emily Johnson, currently residing at 1234 Elm Street, Apt 567, New York, NY 10001, am writing this letter to authorize my friend, Daniel Smith, who is also a resident of 789 Maple Avenue, Los Angeles, CA 90012, to collect my birth certificate on my behalf from the Department of Vital Records located at 456 Oak Street, Springfield, IL 62701.

I am currently studying abroad in London, United Kingdom, and will not be available to personally retrieve my birth certificate. I have full confidence in Daniel Smith's ability to handle this matter on my behalf and request that he be permitted to collect the birth certificate and complete any necessary documentation or forms.

**Please find below the details of my friend who will be collecting the birth certificate:**

* Full Name: Daniel Smith
* Date of Birth: January 15, 19XX
* Passport/ID Number: A1234567
* Contact Number: (555) 555-5555
* Email Address: daniel.smith@email.com

I have attached a copy of my identification documents and a copy of my passport for verification purposes. Please note that my signature on this authorization letter is provided in digital form for validation.

I understand that Daniel Smith will be required to present this letter along with his own identification documents in order to claim my birth certificate. I kindly request that you provide him with all necessary assistance to ensure a smooth and successful retrieval process.

I hereby grant Daniel Smith full authority to act on my behalf in obtaining my birth certificate, and I hold him responsible for any actions taken in this matter.

I appreciate your understanding and cooperation in this regard. Please feel free to contact me at emily.johnson@email.com or (555) 123-4567 if you require any further information or clarification.

Thank you for your prompt attention to this matter.

Sincerely,

Emily Johnson

Date of Birth: December 10, 1993

Passport/ID Number: B9876543