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| |  | | --- | |  | | **Authority Letter**  Collect Birth Certificate | |  | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  |   **Subject:** Authorization Letter to Collect Birth Certificate  To Whom It May Concern,  I, Jane Doe, residing at 567 Willow Lane, New York, NY 10001, hereby authorize my trusted friend, John Smith, residing at 789 Oak Avenue, New York, NY 10003, to collect my birth certificate on my behalf.  I am currently employed in a full-time position at ABC Corporation and due to my work commitments, I am unable to personally visit your office to collect the birth certificate. I have complete faith and confidence in John Smith to act as my representative and collect the birth certificate without any issues.  Please find attached a copy of my passport for verification purposes. The authorized person, John Smith, will also provide his driver's license to ensure a smooth and secure collection process.  I kindly request that John Smith be provided with the necessary assistance and guidance to complete the birth certificate collection procedure. If any additional documentation or information is required from my end, please do not hesitate to contact me at (555) 123-4567 or jane.doe@email.com.  I understand that this authorization is valid for a one-time collection only and does not grant John Smith the authority to make any changes or alterations to the information contained in the birth certificate.  I sincerely appreciate your understanding and assistance in this matter. I trust that John Smith will receive the necessary support from your esteemed office.  Thank you for your prompt attention to this request.  Sincerely,  Jane Doe  **Enclosures:**   * Copy of my passport * Copy of John Smith's driver's license |