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| --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | **Authority Letter**  Claim Birth Certificate |  |  | | --- | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  |   To Whom It May Concern,  I, Emily Davis, hereby authorize my trusted friend, David Mitchell, to collect my birth certificate on my behalf. I am unable to personally visit your office due to a prior business commitment that requires my immediate attention. Therefore, I kindly request that you allow David Mitchell to act as my representative in this matter.  **Below are the details of the authorized individual:**   * Full Name: David Mitchell * Date of Birth: January 10, 19XX * Identification Document: Driver's License - DL98765432   I have enclosed a copy of my driver's license for verification purposes, along with a copy of David Mitchell's passport. Please note that David Mitchell is fully aware of this arrangement and will present the necessary identification and this authorization letter upon visiting your office.  I understand that this authorization letter is valid only for the purpose of collecting my birth certificate and that David Mitchell is not authorized to make any changes or modifications to the information contained therein.  I kindly request your cooperation in facilitating the smooth collection of my birth certificate by David Mitchell. Your understanding of my situation is greatly appreciated, and I apologize for any inconvenience this may cause.  Thank you for your prompt attention to this matter. Should you require any further information or documentation, please do not hesitate to contact me at (555) 555-1234 or emily.davis@email.com.  Sincerely,  Emily Davis  **Enclosures**:  1. Copy of my Driver's License  2. Copy of David Mitchell's Passport |