**Authorization letter to collect certificate sample:**

{{Address Sender}}

{{Name Recipient}}

{{Address Recipient}}

Subject: {{Subject}}

Dear Sir, Madam {{Name}},

I hereby give my written authorization to {{Receiver’s name}}, identified by {{Identification}} to collect the {{certificate type}} certificate that was issued on {{some date}} from your {{Issuer’s name}} and to sign the necessary collection documents.

Yours sincerely,

{{Signature}}

{{Formal Name}} {{Title}}