**Sample Letter of Authorization to Collect Documents**

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|  **James Holdings** 57, New College Road London- BBND 1ZZ Contact No.: 8087437621 To Whom it may concern Office of Vital Records London- EC3A2AD  Sub: Authorization to collect my official documents **Respected Sir/ Madam,** I, James Holdings, need my birth certificate and domicile certificate, for some official purposes. Since I am not in a position to come to your office and collect the same in person, I hereby authorize Mr. John Webster, Manager, Cummins Enterprises, to apply for and collect the duplicate copies of my above mentioned certificates currently present on file in your office. I do not have any objection for Mr. John Webster signing the documents on my behalf in my absence.**Sincerely yours,- Signature** |