**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** |