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| |  | | --- | | **Authority Letter**  To Claim Certificate |  |  | | --- | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  | | **Subject**: Authorization Letter to Claim [Name of the Academic Certificate]  Dear [Recipient's Name],  I am writing this letter to inform you that I, [Your Full Name], have authorized, [Agent's Full Name], to claim my [Name of the Academic Certificate] on my behalf from [Institution/Organization Name]. I am unable to personally collect the certificate due to [mention the reason for your unavailability, if necessary, e.g., work commitments, travel, etc.].  I understand that [Name of the Academic Certificate] is an important document, and I trust [Agent's Full Name] to collect it in a responsible manner. Therefore, I kindly request your cooperation in facilitating the smooth and hassle-free release of my [Name of the Academic Certificate] to my authorized representative, [Agent's Full Name].  **Enclosed with this letter are the following documents to verify the authorization:**  1. A copy of my government-issued photo identification (Driver's License/Passport) for verification purposes.  [If applicable, mention any additional documents you might be providing.]  Please let [Agent's Full Name] know the necessary procedures and any specific requirements for the certificate collection. I kindly request that you provide them with the necessary assistance to complete the process smoothly.  I assure you that [Agent's Full Name] will present all the required documents and comply with any formalities as per your institution's policies. If there are any forms or forms of identification that need to be completed or presented by [Agent's Full Name], please inform them in advance.  I appreciate your understanding and cooperation in this matter. If you have any questions or require further information, please feel free to contact me at [Your Email Address] or [Your Phone Number].  Thank you for your prompt attention to this request. I look forward to a successful and efficient certificate collection process.  Sincerely,  [Your Full Name]  [Your Signature (if sending a physical letter)]  **Enclosures**:  1. Copy of Government-issued Photo Identification  [Optional: CC - [Agent's Full Name] (for reference)] | |