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| **Authority Letter** | [Email] |
| Collect Birth Certificate | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

To Whom It May Concern,

I, [Your Full Name], hereby authorize my trusted friend, [Friend's Full Name], 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 [Friend's Full Name] to act as my representative in this matter.

**Below are the details of the authorized individual:**

Full Name: [Friend's Full Name]

Date of Birth: [Friend's Date of Birth]

Identification Document: [Friend's ID Type and Number, e.g., Passport, Driver's License, etc.]

I have enclosed a copy of my identification document for verification purposes, along with a copy of [Friend's Full Name]'s identification document. Please note that [Friend's Full Name] 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 [Friend's Full Name] 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 [Friend's Full Name]. 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 [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Full Name]

[Your Signature if submitting a physical letter]